

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on June 5, 2017 at 7pm.
at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Lariviere, councillors Denis Dubeau, Emile Morin, Joe Belanger, Donald Graveline and Terry Racine

Also present: Interim director general, Julie Bertrand and Municipal inspector Robert Carle and Lead hand Gerald Graveline

Visitors- Kevin Kluge, Fire chief

Quorum is met and Mayor Colleen Larivière presides the meeting.

2017-06-94

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda for June 5, 2017 as presented.

Carried

2017-06-95

Adoption of Minutes

It is moved by Emile Morin and unanimously resolved to adopt the minutes of May 1, 2017 as presented.

Carried

URBANSIM

Municipal Inspector's Report

2017-06-96

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

Carried

Municipal Planning by-laws: final adoption

2017-06-97

Whereas on April 2, 2017 the municipality of Litchfield adopted Project 1 of the urban planning by-laws no 2017-225, 2017-226, 2017-227, 2017-228 and 2017-229;

Whereas on April 4, 2017 a public notice was published announcing the public consultation meeting to be held on April 26, 2017 at 7pm;

Whereas on April 26, 2017 a public consultation meeting was held at the municipal office at 7 pm;

Whereas no taxpayers attended the consultation meeting and no requests or demands were made at that time or at any other time in person, by mail or by phone;

Whereas on May 1, 2017 the Municipality of Litchfield adopted Project 2 for by-laws 2017-226 and 2017-227;

Therefore,

It is moved by Donald Graveline and unanimously resolved that the Municipality of Litchfield approve the final adoption of the urban planning by-laws no 2017-225, 2017-226, 2017-227, 2017-228 and 2017-229. It is also resolved to post a public notice according to the law.

Carried

2017-06-98

Offer of service for engineering fees for the repair of the culvert on Mountain Road

Whereas the chemin de la Montagne is on the territory of the Municipality of Litchfield;

Whereas the Municipality of Litchfield is responsible the repair and maintenance of the cement culvert on Chemin de la Montagne;

Whereas the ground and banks surrounding the cement culvert are eroding and posing a security issue;

Whereas the municipality has requested an offer of service for the engineering and testing requirements for the repairs;

Whereas the municipality has received an offer of service from WSP;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to accept the offer of service from WSP in the amount of \$15 900 plus taxes. This expense authorized from the "TEQC" funds.

Carried

2017-06-99

TECQ programming for repairs to culvert on chemin de la Montagne

Whereas:

- The Municipality has read the Guide for the payment of the government contribution under the Gas Tax and Québec Contribution Program (TECQ) for the years 2014 to 2018;
- The municipality must respect the terms and conditions of this guide that apply to it to receive the government contribution confirmed in a letter from the Minister of Municipal Affairs and Land Occupancy;

Therefore, it is moved by Denis Dubeau and unanimously resolved that;

- the municipality undertakes to respect the terms and conditions of the guide that apply to it;
- the municipality undertakes to be solely responsible and to indemnify and save harmless Canada, Quebec and their ministers, officers, employees and agents from and against all claims, demands, losses, damages and costs of any kind, Injury to a person, death, damage to property or loss of property as a result of willful or negligent action arising directly or indirectly from investments made with financial assistance Of the TECQ 2014-2018 program;
- the municipality approves the content and authorizes the sending to the Ministry of Municipal Affairs and Land Occupancy of the scheduling of works attached to this and all other documents required by the Ministère to receive the government contribution that Was confirmed in a letter from the Minister of Municipal Affairs and Land Occupancy
- The municipality is committed to achieving the minimum municipal infrastructure capital threshold set at \$ 28 per capita per year, for a total of \$ 140 per capita for all five years of the program.
- the municipality undertakes to inform the Ministry of Municipal Affairs and Land Occupancy of any modification to the work schedule approved by this resolution.

Carried

PAARRM Grant 2017

2017-06-100 It is moved by Terry Racine and unanimously resolved to approve the list of roads for repairs to be submitted to the 2017 PAARRM Grant as follows: Bank, Montage, Brown, Hayes, Huckabone and Klatt.
Carried

2017 Road Inspection Report

2017-06-101 It is moved by Terry Racine and unanimously resolved to approve the 2017 Road Inspection Report and to approve the works and related expenses.
Carried

Culvert purchases

2017-06-102 It is moved by Donald Graveline and unanimously resolved to purchase 1 culvert for chemin de la Montagne and 1 for chemin Barney.
Carried

Snow removal on Acres Road

2017-06-103 Whereas the Municipality has become aware that the north west portion of the Acres road is not municipal property;
Whereas the municipality has been removing the snow on that portion of the road as well as the municipal portion for many years;
Whereas the municipality chooses to continue to remove the snow on the private portion of Acres road for security reasons;
Whereas the municipality will not maintain, repair or grade the private portion of Acres road as of June 5th, 2017;
Whereas the municipality has the right to make decisions regarding the maintenance and repairs of private roads and security issues;
Therefore,
It is moved by Emile Morin and unanimously resolved to send a letter to the owner of the private portion of Acres road to advise him of this decision.
Carried

Finance

2017-06-104 It is moved by Terry Racine 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: \$18 226.50
Invoices to be paid: \$47 515.21
Total amount of invoices: \$65 741.71

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, \$65 741.71 for the month of June 2017.

Signed: _____ Date: _____
Julie Bertrand
Director General

Transfer of budgetary funds

2017-06-105 It is moved by Terry Racine and unanimously resolved to transfer the amount of \$6000 from “equipment repairs” to the “halte – maintenance and repairs” account of the 2017 provisional budget.
Carried

Authorization of expenses related to the Halte improvements

2017-06-106 It is moved by and unanimously resolved to authorize the purchase of a surveillance system and well pump and tank with accessories for the the municipal Halte. These expenses of approximately \$6000 plus taxes are authorized from the budgetary item “halte repairs and maintenance” from the 2017 provisional budget.
Carried

Construction of a shed at the municipal Halte

2017-06-107 It is moved by Donald Graveline and unanimously resolved to accept the offer of service from Eric Pilon Construction for the construction of a shed at the municipal Halte. This expense of \$1150 plus taxes is authorized from the budgetary item “halte – repairs and maintenance” from the 2017 provisional budget.
Carried

Operating loan agreement and credit cards– Caisse Desjardins

2017-06-108 It is moved by Joe Belanger and unanimously resolved that Director General Julie Bertrand be authorized to sign all documents related to the operating loan and business account obtained from Caisse Desjardins on behalf of the municipality. It is also resolved to obtain 3 municipal credit cards with limits of \$1500 each, in the name of Julie Bertrand, Gerald Graveline and Mayor Colleen Lariviere.
Carried

Security

Delegation of power to the MRC Pontiac for 911 services

2017-06-109 **THE DELEGATION OF POWER TO THE MRC PONTIAC TO MANAGE THE 911 SERVICE CONTRACTS**
Whereas Municipalities must provide the services of a 9-1-1 emergency call center to their citizens;
Whereas Groupe CLR (CLR) is currently providing the service to the municipality for the amount of 9-1-1 tax;
Whereas the contract with CLR ends on 31 December 2017;
Whereas the municipality has declared its intention to not renew the agreement with Groupe CLR for the services of a 9-1-1 emergency call center when it expires;
Whereas the municipality’s fire dispatch is currently provided by the MRC des Collines and the municipality pays a fee for this service;
Whereas that the MRC des Collines is offering to provide the services of a 9-1-1 emergency call center and fire dispatch for the amount of the 9-1-1 tax only;
Whereas the MRC Pontiac must sign an inter-MRC agreement for this service

Whereas this agreement will represent important annual savings per municipality;

For these reasons,

It was moved by Donald Graveline and unanimously resolved that the Municipality of Litchfield gives the delegation of power to the MRC Pontiac to manage the 911 service contracts.

This delegation allows the MRC Pontiac to modify the recipient of the 911 tax on behalf of the municipality.

CARRIED

2017-06-110

Intervention Plan for the Industrial Park

Whereas the Fire Cover Safety Plan requires the MRC to provide an intervention plan for the Industrial Park to the municipal fire service;

Whereas the MRC does not have an Intervention Technician on staff to provide such a plan;

Whereas the Municipality of Litchfield obtained the services of Mr Francois Routhier to provide the plan;

Whereas Fire Chief Kevin Kluke has presented the plan to council and recommends that the municipal council adopt the plan prepared by Francois Routhier;

Therefore,

It is moved by Emile Morin and unanimously resolved to adopt the intervention plan for the Industrial as prepared by Francois Routhier.

Carried

2017-06-111

Amendment to Inter-municipal Agreements between the Municipalities of Shawville and Clarendon, and the Municipalities of Campbell's Bay and Litchfield

It is moved by Donald Graveline and unanimously resolved to approve the following amendments to the inter-municipal agreements with the municipalities of Shawville and Clarendon and the municipalities of Campbell's Bay and Litchfield.

The amendments are as follows:

Article 6: Applicable Pricing

There will be a minimum two hour call out fee for manpower charged to the requesting municipality, regardless of the number of firemen requested, all qualified firemen responding to the call will be paid.

Article 7: Staffing and Training

When the requesting Municipalities are Campbell's Bay and Litchfield, the Municipalities of Shawville and Clarendon will provide four qualified firefighters and one qualified officer, for all structure fires dispatched with smoke or flame, 24/7, if available.

When the requesting Municipalities are Shawville and Clarendon, the Municipalities of Campbell's Bay and Litchfield will provide four qualified firefighters and one qualified officer, for all structure fires dispatched with smoke or flame, 7 days a week 4:00 a.m. – 6:00 p.m. from May 20, 2017 – September 3, 2017, and 5 days a week, Monday to Friday from 4:00 a.m. – 6:00 p.m. for the remaining part of the year, if available.

Article 8: Protection of Territories

a) When the requesting Municipalities are Campbell's Bay and Litchfield, the Municipality of Bristol will send four qualified firefighters, if available, to report to the Shawville Clarendon Fire Hall, unless otherwise notified.

b) When the requesting Municipality is Bristol, the Municipalities of Campbell's Bay and Litchfield will send four qualified firefighters and one qualified officer, if available, to report to the Shawville Clarendon Fire Hall, unless otherwise notified.

c) When all the manpower of a fire safety service of all municipalities party to the amendment are engaged in an intervention, the Fire Chief or the Officer in charge will ask the fire department of another municipality to be on automatic dispatch until further notice.

d) When the responding Municipalities are Shawville and Clarendon, the Fire Chief or the Officer in charge will ensure the safety of the SCFD firemen, and will relay the command from the requesting service to the firemen from the SCFD.

e) When the responding Municipalities are Campbell's Bay and Litchfield, the Fire Chief or the Officer in charge will ensure the safety of the CBLFD firemen, and will relay the command from the requesting service to the firemen from the CBLFD.

The requesting municipality will then assume the cost for all qualified responding firefighters in the intervention and the qualified firefighters that were assigned to cover the territory as well as the cost of vehicles and equipment used, all in accordance with article 6 of this agreement.

Article 10: Payment of Services

A copy of the fire reports for the responding municipalities, including the list of firefighters who responded to the call shall be annexed to the invoice sent to the requesting municipality.

Article 12: Duration and Renewal

This agreement is effective from the date of signing on a temporary basis, until further notice from either party. Upon signing of this amendment, all prior amendments will become null and void.

Carried

Human Resources

Spare truck driver

2017-06-112

It is moved by Denis Dubeau and unanimously resolved to approve Keith Sauriol as a spare truck driver for the municipality.

Carried

Correspondence

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

Miscellaneous

New signage at the municipal docks

2017-06-113

It is moved by Terry Racine and unanimously resolved to authorize the replacement of the sign at the municipal docks.

Carried

Project law 122- Request for adoption of the project law before the municipal elections of November 5, 2017

2017-06-114

CONSIDERING that the introduction of Bill 122 is in keeping with the will of the Government of Quebec to transform its relationship with the municipal community in depth by recognizing local municipalities and RCMs as genuine local governments;
CONSIDERING that, with Bill 122, the government must open a new era of collaboration between two levels of government;
CONSIDERING that empowering and empowering local municipalities and MRCs in Quebec will be decisive for the future not only of the municipal sector, but also for the future of the regions of Quebec;

June 2017

CONSIDERING that Bill 122 has been in response to FQM claims for more than 30 years;

CONSIDERING that the FQM is generally satisfied with the content of Bill 122, although certain amendments could be made to improve its scope;

CONSIDERING that the municipal elections will be held on Sunday, November 5, 2017;

It is proposed by Denis Dubeau and unanimously resolved;

TO REQUEST members of the Committee on Planning and the Public Domain of the National Assembly of Quebec to expedite the detailed study of Bill 122;

TO REQUEST that, following the detailed study, members of the National Assembly of Quebec quickly adopt Bill 122 so that it comes into force before the municipal elections scheduled for Sunday, November 5, 2017.

Carried

2017-06-115

Motion to adjourn

It is moved by and unanimously resolved to close the meeting at pm.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Interim Director General