

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on September 16th, 2019 at 7 p.m. at the municipal office located at 1362 Rte 148 Campbell's Bay, QC.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Donald Graveline, Emile Morin, Joe Belanger, Terry Racine and John Stitt.
Also present: Director General, Julie Bertrand

Quorum is met and Mayor Colleen Larivière presides the meeting.

Adoption of Agenda

2019-09-151 It is moved by Donald Graveline and unanimously resolved to adopt the agenda, with additions, for September 16th, 2019.
Carried

Adoption of Minutes

2019-09-152 It is moved by Emile Morin and unanimously resolved to adopt the minutes of August 12th, 2019 regular meeting.
Carried

URBANSIM

Municipal Inspector Report and Expense claim

2019-09-153 It is moved by Terry Racine and unanimously resolved to adopt the municipal inspectors report and to authorize the expenses claimed.
Carried

Letter of support for the Centre de Tri Pontiac.

2019-09-154 It is moved by Joe Belanger and unanimously resolved to send a letter of support, on behalf of the Centre de Tri Pontiac, to the Ministry of Environment in support of an application for a Certificate of Authorization, regarding the treatment of "fine residual matter".

PERMIT APPLICATION PROCESS AND MELCC

2019-09-155 CONSIDERING that the Municipality of Litchfield adheres to the principle of sustainable development;
CONSIDERING the unacceptable delays in processing applications for certificates of authorization, which can take several years to process;
CONSIDERING that during the process, information is requested in droves over long periods of time during analyses, often when the information is already on file;
CONSIDERING that the *Ministère de l'environnement et de la lutte aux changements climatiques* (MELCC) contributes to the stretching of deadlines by constantly questioning the work of professionals working for the promoters (engineers, biologists, etc.), challenging their reports.
CONSIDERING that these delays have significant impacts on the socio-economic activities of the Pontiac and unduly slows down its development;
CONSIDERING the request for an inquiry adopted by the MRC de Vallée de la Gatineau on August 20, 2019;
THEREFORE,
It was proposed by Regional Councillor Denis Dubeau and unanimously resolved to support the MRC de Vallée de la Gatineau in their resolution and to ask the Government of Québec to investigate the permit application process at the *Ministère de l'Environnement et de la lutte aux changements climatiques de l'Outaouais in Gatineau*.
Carried

September 2019

Approval of Offer of Service from WSP for the surveillance of the Laforet Project

2019-09-156

Whereas the Laforet Exit Relocation Project requires the services of an engineer for work surveillance;
Whereas WSP has provided and offer of service;
Therefore,
It is moved by Terry Racine and unanimously resolved to accept the offer of service from WSP. This expense of \$20,350.00 + taxes is authorized from the TECQ 2014-2018 funds.
Carried

Approval of Offer of Service from EXP for “material control” for the Laforet Project.

2019-09-157

Whereas the Laforet Exit Relocation Project requires the services of an expert in material control;
Whereas EXP has provided and offer of service;
Therefore,
It is moved by Terry Racine and unanimously resolved to accept the “Offer of Service” from EXP. This expense of \$14 390.00 + taxes is authorized from the TECQ 2014-2018 funds.
Carried

Authorization to purchase 2 culverts for the entrances of the Jardin Educatif Pontiac on Keon Road.

2019-09-158

It is moved by Terry Racine and unanimously resolved to authorize the purchase and installation of 2 culverts for the entrances of the Jardin Educatif Pontiac’s property on Keon Road. This expense authorized from the TECQ 2014-2018 funds.
Carried

ROADS AND EQUIPMENT

Authentication of purchase

2019-09-159

It is moved by Emile Morin and unanimously resolved to authenticate the purchase of an “air to air radiator” for the 2010 International truck. This expense of \$925.00 plus taxes is authorized from the budgetary item “equipment repairs” from the 2019 provisional budget.
Carried

Call for Tender for the supply of 3000 m.t. of winter sand

2019-09-160

It is moved by Denis Dubeau and unanimously resolved to send out a call for tender to 3 suppliers for 3000 m.t. of winter sand. The tender requirements are to state that the cost of transportation will be a consideration in examining and accepting any tender submitted.
Carried

Call for Tender for the supply of 115 m.t. of road salt

2019-09-161

It is moved by Denis Dubeau and unanimously resolved to send out a call for tender for the supply 115 m.t. of road salt.
Carried

September 2019

FINANCE

Payment of accounts

2019-09-162

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: \$ 7 860.70

Invoices to be paid: \$118 193.04

Total amount of invoices: \$126 053.74

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 \$126 053.74 for the month of September 2019.

Signed: _____ Date: _____

Julie Bertrand, Director General

SECURITY

Public Security Emergency Plan Municipal Organisation members

2019-09-163

ATTENDU QUE les municipalités locales ont, en vertu de la Loi sur la sécurité civile, la responsabilité de la sécurité civile sur leur territoire;

ATTENDU QUE la municipalité est exposée à divers aléas d'origine naturelle et anthropique pouvant être à la source de sinistres;

ATTENDU QUE le conseil municipal de Litchfield reconnaît

que la municipalité peut être touchée par un sinistre en tout temps;

Pour ces motifs, il est proposé Donald Graveline et unanimement résolu:

QU'une organisation municipale de la sécurité civile soit créée afin de coordonner les ressources et les mesures déployées au moment et à la suite des sinistres et d'assurer la concertation des intervenants;

QUE les personnes suivantes soient désignées membres de l'organisation municipale de la sécurité civile et qu'elles occupent les fonctions décrites ci-dessous :

FONCTION

Coordonnateur municipal de la sécurité civile :

Coordonnateur municipal de la sécurité civile substitut :

Responsable de la mission *Administration* :

Responsable substitut de la mission *Administration* :

Responsable de la mission *Communication* :

Responsable substitut de la mission *Communication* :

Responsable de la mission *Secours aux personnes et protection des biens* :

Responsable substitut de la mission *Secours aux personnes et protection des biens* :

Responsable de la mission *Services aux personnes*

Sinistrées :

Responsable substitut de la mission *Services aux personnes*

Responsable de la mission *Services techniques* :

Responsable substitut de la mission *Services techniques* :

Responsable de la mission *Transport* :

Responsable substitut de la mission *Transport* :

Responsable *Autre mission* :

Responsable Coordinateur du Site Sinistré :

Responsable Coordinateur de Site Sinistré substitut :

Responsable Coordinateur de Site Sinistré substitut :

Responsable substitut *Autre mission* ;,

NOM

Julie Bertrand

Robert Carle

Julie Bertrand

Connie Levesque

Julie Bertrand

Colleen Lariviere

Terry Racine

Donald Graveline

Gerald Graveline

Denis Dubeau

Denis Dubeau

Sylvain Dubeau

Bruce Morin

Chris Sauriol

Robert Carle

Kevin Kluge

Gerald Graveline

Alain Dubeau

Emile Morin

,John Stitt

Donald Graveline

Joe Belanger

Cette résolution abroge toutes les nominations antérieures concernant l'organisation municipale de sécurité civile de la municipalité.

September 2019

Résolution municipale relative à la nomination d'un responsable de la préparation aux sinistres.

2019-09-164

ATTENDU QUE les municipalités locales ont, en vertu de la Loi sur la sécurité civile (L.R.Q., c. S-2.3), la responsabilité de la sécurité civile sur leur territoire;

ATTENDU QUE la municipalité est exposée a divers aléas d'origines naturelle et anthropique pouvant être a la source de sinistres;

ATTENDU QUE le conseil municipal de Litchfield reconnaît que la municipalité peut être touchée par un sinistre en tout temps;

ATTENDU QUE le conseil municipal voit l'importance de se préparer aux sinistres susceptibles de survenir sur son territoire;

ATTENDU QUE le conseil municipal de LITCHFIELD désire doter la municipalité d'une préparation lui permettant de répondre a tout type de sinistre pouvant survenir sur son territoire;

ATTENDU QUE les mesures de préparation aux sinistres qui seront mises en place devront être consignées dans un plan de sécurité civile;

ATTENDU QUE la mise en place de mesures de préparation aux sinistres ainsi que ('élaboration d'un plan de sécurité civile nécessitent la participation de plusieurs services de la municipalité, notamment ceux de sécurité incendie, des travaux publics et de ('administration;

ATTENDU QUE cette préparation et que ce plan doivent être maintenus opérationnels et faire ('objet d'un suivi régulier auprès du conseil municipal. Pour ces motifs, il est proposé par Donald Graveline et unanimement résolu :

QUE JULIE BERTRAND soit nommée responsable de l'établissement des mesures de préparation aux sinistres et de ('élaboration du plan de sécurité civile de la municipalité de Litchfield;

QUE ce responsable soit mandate afin :

d'assurer is mise en place de mesures de préparation aux sinistres;

d'élaborer, en concertation avec les différents services de la municipalité, le plan de sécurité civile de la municipalité;

d'élaborer une procédure de mise a jour et de révision du plan de sécurité civile;

de proposer des moyens pour informer la population au sujet des consignes de sécurité suivre tors de sinistres;

d'assurer le suivi des besoins en matière de formation et d'exercices;

d'évaluer les ressources nécessaires pour rendre les mesures de préparation aux sinistres fonctionnelles et de proposer des moyens permettant de combler les besoins additionnels;

de préparer un bilan annuel de révolution de la sécurité civile sur le territoire de la municipalité.

QUE les divers services municipaux concernés et que les ressources nécessaires soient mis a la disposition de ce responsable pour qu'il puisse mener a bien ses mandats.

*Un responsable de la préparation aux sinistres peut être désigné dans éventualité où la municipalité ne souhaite pas constituer un comité municipal de sécurité civile.

Cette résolution abroge toutes les nominations antérieures concernant le responsable de l'établissement des mesures de préparation aux sinistres et de (élaboration du plan de sécurité civile de la municipalité.

September 2019

“Special Committee” for possible integration of fire services
2019-09-165 Whereas the municipal council has agreed to work with neighboring municipalities regarding the possible integration of multiple fire services; Whereas at this meeting it was agreed that a committee be formed consisting of 2 members of council from each municipality; Therefore,
It is moved by Terry Racine and unanimously resolved to appoint Mayor Lariviere and Councillor Denis Dubeau and the committee members representing the municipality of Litchfield.
Carried

HALTE
Authorization to purchase of pump to drain splash pad lines
2019-09-166 It is moved by Terry Racine and unanimously resolved to authorize the purchase of a pump to aid with the winterization of the splash pad. This expense is authorized from the budgetary item “halte- maintenance and repairs” from the 2019 provisional budget.
Carried

Authorization to purchase 2 loads of sand for the play structure and to repair ground service for the wheel chair swing.
2019-09-167 It is moved by Denis Dubeau and unanimously resolve to authorize the purchase of 2 loads of sand for the play structure and to repair the ground under the wheel chair swing. These expenses authorized from the budgetary item “halte-maintenance and repairs” from the 2019 provisional budget.
Carried

HUMAN RESOURCES
Motion to go in camera
2019-09-168 It is moved by Denis Dubeau and unanimously resolved to go in-camera at 7:45 p.m.
Carried

Motion to go out of camera
2019-09-169 It is moved by Denis Dubeau and unanimously resolved to go out of camera at 7:55 p.m.
Carried

Job description modification and hourly rate increase for employee #030
2019-09-170 It is moved by John Stitt and unanimously resolved to modify the job description for employee #030 to include the responsibility of spare snow plow operator and truck driver. Upon signing of the new job description it is also resolved to increase the hourly pay rate by \$2.00. This effective immediately.
Carried

September 2019

MISCELLANEOUS

2019-09-171 **Authorization for the DG to attend the workshop for park space training**
It is moved by John Stitt and unanimously resolve to authorize the DG to attend the 1 day regional workshop in November. This expense of \$50 for registration and travel expenses are authorized from the budgetary item " DG- training and travel from the 2019 provisional budget.
Carried

2019-09-172 **Approval of Certificate of Authorization for property owner of 53 McGuire Road.**
Whereas the municipality resolved to grant permission to the owner of 53 McGuire road to use municipal property (lot 3 685 570) to maintain her pump house and equipment in order to continue to supply her cottage with water;
Whereas the municipality has had the document approved by its legal council;
Whereas the members of council have read the document and agree to the terms;
Therefore,
It is moved by Donald Graveline and unanimously resolved to grant the owner of 53 McGuire road the Certificate of Authorization as presented and that Mayor Lariviere and Director General, Julie Bertrand are authorized to sign the document on behalf of the municipality.
Carried

*It is noted that Mayor Lariviere leaves her seat at 8:09p.m. due to the possible perception of conflict of interest regarding Gravelle Road.
Councillor Denis Dubeau presides the meeting.

*It is noted that Director General, Julie Bertrand has presented a draft Policy for determining the maintenance, repairs, improvements and ownership of private and municipal roads. Council will examine the policy.

2019-09-173 **ADJOURNMENT**
It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 8:22 p.m.
Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General