

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on July 8, 2024 at 7:00 p.m. held at the Municipal office located at 1362 route 148, Campbell's Bay, Qc.

Present: Mayor Lariviere, councilors Denis Dubeau, Emile Morin, John Stitt, Terry Racine, Courtney Harris and Rick Frost.
Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

*There are no declarations of conflict of interest by members of council.

Adoption of Agenda

2024-07-117 It is moved by John Stitt and unanimously resolved to adopt the agenda for July 8th, 2024.
Carried

Adoption of Minutes

2024-07-118 It is moved by Denis Dubeau and unanimously resolved to adopt the meeting minutes from June 3rd, 2024 regular meeting.
Carried

*There are no declarations of conflict of interest from members of council.

URBANISM

Municipal Inspector

Director General, Julie Bertrand, has given a report on behalf of Mr. Carle, to council regarding permits, urbanism issues and certificates.

Approval of Subdivision plans for lots #6639938-Autobus Lasalle Inc.

2024-07-119 It is moved by Courtney Harris and unanimously resolved to approve the subdivision plans for Autobus Lasalle Inc. for lot 6639938 originating from lots 3546013, 3546014 and 3546615, submitted by Hubert Carpentier from his minutes # 116086 dated June 12, 2024.
Carried

2nd Draft By-law 2017-228-2- Modifications to zoning by-law 2017-228-1

2024-07-120 WHEREAS the Municipality has adopted Zoning By-law 2017-228-1;
WHEREAS it is necessary to make certain modifications to Zoning By-law 2017-228-1;
WHEREAS a notice of motion was given by Denis Dubeau at the March 4th, 2024 council meeting, in accordance with article 445 of the Municipal Code;
Whereas a public consultation meeting was held on July 8th, 2024;

THEREFORE,

It is motioned by Denis Dubeau and unanimously resolved that the present 2nd draft by-law no. 2017-228-2 be adopted and that it be decided and decreed that as from the entry into force of said by-law no. 2017-228-2, the following modifications are made Zoning By-law 2017-228-1:

ARTICLE 1 - Preamble

The preamble is an integral part of these regulations.

ARTICLE 2 Chapter II Zoning By-Law 2017-228-1

Article 18 of Zoning By-Law 2017-228-1 is modified by adding to the 2nd paragraph the following word “including” instead of “excluding”

ARTICLE 3 - Modification of the specifications grid of Zoning By-law 2017-228 (Appendix C)

The specification grid in appendix C of Zoning By-law 2017-228-1 is modified as follows:

The 2nd paragraph Commerce and local service (includes business and services related to automobiles and all other machinery and vehicles)

A copy of the modified specification grid is annexed to this Regulation as Annex B to form an integral part thereof.

ARTICLE 6 - Entry into force

The present by-law will come into force in accordance with the law.
Carried

ROADS AND EQUIPMENT

Authentication of expenses related to grader teeth

2024-07-121

It is moved by Terry Racine and unanimously resolved to authenticate the cost for purchase of teeth for the grader. This amount of \$2373.03 is authorized from the budgetary item “vehicle repair and maintenance” from the 2024 provisional budget.
Carried

Repairs to the Case tractor

2024-07-122

It is moved by Emile Morin and unanimously resolved to authorize the inspection and repairs on the Case tractor.
Carried

Purchase of hammer knives for the Soveema mower

2024-07-123

It is moved by Rick Frost and unanimously resolved to authorize the purchase of 15 hammer knives for the Soveema mower. This expense authorized from the budgetary item “vehicle repair and maintenance” from the 2024 provisional budget.
Carried

FINANCE/ADMINISTRATION

Payment of accounts

2024-07-124

It is moved by Denis Dubeau 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: \$38427.54

Invoices to be paid: \$182692.38

Continued..

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 totaling \$221,119.92 for the month of July 2024.

Signed: _____ Date: _____

Julie Bertrand, Director General

CONTRACT AWARDING FOR CHURCH ROAD PAVING TENDER

24-LITCH-01

2024-07-125

WHEREAS the Municipality of Litchfield has reconstruction work to be done on Church Road as provided for in the 2024 budget and the TECQ program funds;

WHEREAS the sum of approximately \$260,000, before taxes, is currently available in the 2024 budget for the work;

WHEREAS the call for bids was launched on June 13, 2024 in order to obtain bids by July 3, 2024;

WHEREAS the six bids received were higher than the available budget;

WHEREAS the planned repair work may be reduced according to the budget, either by reducing the total number of kilometres where the road will be rehabilitated as it is possible to award the contract in part only;

It is moved by Rick Frost and resolved that the Council of the Municipality of Litchfield award, in part, the contract to the lowest and compliant bidder, Groupe Pavage CG, for an amount of a maximum value of \$260 000 before taxes, for the reduced number of kilometers as establish by the engineer, Kim Lesage, in the revised work estimate send on July 8th, 2024.

Purchase of MUNYS software from the ADMQ

2024-07-126

It is moved by Courtney Harris and unanimously resolved to authorize the purchase of the MUNYS software from the ADMQ. This software is an interaction schedule for use by the DG for the governance of the municipal administration. This expense of \$750 + tax is authorized from the budgetary item "computer software" from the 2024 provisional budget.

Carried

HUMAN RESOURCES

WHIMIS training-requirement

2024-07-126

It is moved by Courtney Harris to authorize the WHMIS training for the public works and assistance employees. This expense of \$125 + taxes is authorized from the budgetary item "training" in from the 2024 provisional budget.

Carried

SECURITY

Purchase and installation of speed bumps for Lawless Lake Road

2024-07-128

It is moved by Rick Frost and unanimously resolved to authorize the purchase and installation of speed bumps for Lawless Lake Road. This expense of \$1500 + tax is authorized from the budgetary item "signs" from the 2024 provisional budget.

Carried

*Mayor Lariviere reads the correspondence.

MISCELLANEOUS

AWARDING OF CONTRACT TENDERING RFA No 532840302401 -

PROFESSIONAL SERVICES -

2024-07-129

CONSTRUCTION OF A NEW FIRE STATION – JOINT PROJECT WITH THE MUNICIPALITY OF CAMPBELL'S BAY AND THE MUNICIPALITY OF LITCHFIELD

CONSIDERING that following the adoption of resolution bearing No. 104-04-2024 the municipality of Campbell's Bay proceeded with a call for tender's public via the Systeme electronique d'appel d'offres ("SEAO"), bearing notice number NI* 1849167, and this, for professional services for the construction of a new fire station; CONSIDERING the bid opening session held on June 25 2024 at 2:00 p.m., in connection with the public call for tenders No. 532840302401; CONSIDERING THAT the selection committee is held on June 27, 2024;

CONSIDERING THAT ONE firm submitted a bid within the required timeframe before 2:00 p.m. on June 25, 2024, being: PRISME ARCHITECTURE INC. in the amount of \$798,788.81;

CONSIDERING THAT after a study and analysis of the bids, each of them proved to be compliant;

CONSIDERING the recommendation of the Federation of Municipalities of Quebec (FQM) engineering department;

THEREFORE,
It is moved by Denis Dubeau and unanimously resolved;
THAT the municipality of Litchfield agrees that the Board accepts the bid received;

THAT the Municipality of Litchfield is in agreement that the Municipality of Campbell's Bay award the contract to PRISME ARCHITECTURE INC, compliant bidder, for (execution of the professional service work for the construction of a new fire station in accordance with the published tender documents and the bid submitted, in the amount of \$798,788.81 including taxes;

THAT expenditures be accounted for in budget item 58446 from the Campbell's Bay budget;

THAT expenditures be financed with the municipal infrastructure improvement and construction program (PRACIM), the gas tax and Quebec contribution program 2024-2028 (TECQ) and a borrowing by-law, if necessary.

Carried

Approval of additional expense related to increase work requested by the MTQ for the feasibility study for the New Firehall project

2024-07-130

It is moved by Emile Morin and unanimously resolved to authenticate the cost for additional work performed for the feasibility study for the New Firehall project. These funds to be reimbursed through the PRACIM grant.

Carried

MRC request for support in their application to the MTQ for permission to install a digital sign promoting items on sale at the MRC building

2024-07-131

It is moved by Denis Dubeau and unanimously resolved to support the MRC request to the MTQ for permission to install a numeric sign on MTQ property.

Carried

Request to support letter to the CCTS regarding the lack of adequate telecommunication services in the Pontiac area

2024-07-132

It is moved by Rick Frost and unanimously resolved to send a letter to the (CCTS) Commission for Complaints for Telecom Services regarding the cell coverage for the Pontiac.

Carried

ADJOURNMENT

2024-07-133

It is moved by Rick frost and unanimously resolved to adjourn the meeting at 7:50 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General and Clerk Treasurer

