

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the Regular Council Meeting on March 4, 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, Rick Frost, John Stitt, Terry Racine  
Councilor Courtney Harris motivated her absence.

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

### **Adoption of Agenda**

2024-03-39 It is moved by Emile Morin and unanimously resolved to adopt the agenda, with additions, for March 4, 2024.  
Carried

### **Adoption of Minutes**

2024-03-40 It is moved by Denis Dubeau and unanimously resolved to adopt the meeting minutes from February 5, 2024 regular meeting.  
Carried

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

## **URBANISM**

### **Municipal Inspector**

Director General, has given a report to council regarding permits, urbanism issues and certificates.

### **Approval of subdivision plans for Nova Scotia Company**

2024-03-41 It is moved by Rick Frost and unanimously resolved to approve the subdivision plan for lots #6618873 and #6618879 originating from lot 6522492 for Nova Scotia Company, submitted by Christian Schnob from his minutes 4815.  
Carried

### **Approval subdivision plans for John Moore and Alyson Belanger**

2024-03-42 It is moved by Terry Racine and unanimously resolved to approve the subdivision plans on behalf of John Moore for lots # 6617038, #6617036 (originated from lot 3552192) submitted by Michel Fortin from his minutes 35156 dated January 23, 2024 and plans on behalf of Alyson Belanger for #6624553 originating for part of lot #3552192 and lot#3545928) submitted by Michel Fortin from his minutes 35688 dated February 29<sup>th</sup>, 2024.  
Carried

\*A notice of motion is given by Denis Dubeau that at a subsequent meeting of council of project By-Law to change usage in zone V for lots #3546013, #3546014 and #3546015.

**ROADS/EQUIPMENT**

**Tender 2024-002- supply of 03/4 gravel**

2024-03-43

It is moved by Emile Morin and unanimously resolved to authorized the call for tender 2024-002 for the supply of a minimum of 5000m.t. of 03/4 gravel. This call for tender is to be sent to 3 suppliers.

Carried

**FINANCE/ADMINISTRATION**

**Payment of accounts**

2024-03-44

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: \$49 642.16

Invoices to be paid: \$143 797.49

**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 \$193 439.65 for the month of March 2024.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Julie Bertrand, Director General

**Feasibility Study for the construction of a new firehall**

2024-03-45

Whereas the Municipalities of Litchfield and Campbells Bay have entered into a project for the construction of a new Firehall;

Whereas this project is to be funded through the PRACIM grant from the MAMH;

Whereas this project requires a feasibility study;

Whereas the Municipality of Campbell's Bay, as administrator of the joint fire service, has proceeded with the hiring of the firm A4 Architect to perform the study for the amount of \$76 840.00 + taxes;

Whereas, to date, the amount billed to the Municipality of Litchfield is \$17 554.53 which represents 50% of payments made to A4 Architect by the municipality of Campbell's Bay;

Therefore, it is moved by Emile Morin and resolved to authorized the payment of \$17 554.53 to the Municipality of Campbell's Bay. These funds to be reimbursed by the PRACIM grant funds.

Carried

**Implementation plan for the construction of the new firehall.**

2024-03-46

Whereas the firm A4 Architect has provided implementation plan options for the construction of the new firehall;

Whereas there are Options A and B;

Whereas it is necessary, as part of the PRACIM Grant time frame requirements, to approve an Option in order to proceed with the completion of the feasibility study before March 29, 2024;

Whereas council has agreed to proceed with Option B (with modifications as indicated on the drawing);

Therefore,

It is moved by Emile Morin and unanimously resolved to approve Option B (with modifications) as the chosen implementation plan.

Carried

**\*It is noted that Director General and Clerk Treasurer, Julie Bertrand has given the 2023 Annual Report to members of council regarding the application of the Contractual Management Policy and the List of Contracts for 2023.**

**2024-03-47**

**Privacy Policy for the Municipality of Litchfield**

**WHEREAS the Municipality of Litchfield (hereinafter the "Municipality") is a public body subject to the *Act respecting access to documents held by public bodies and the protection of personal information*, RLRQ c. A -2.1 (hereinafter the "Access Act");**

**CONSIDERING THAT the Municipality is committed to protecting the personal information it collects and processes in the course of its activities in compliance with applicable laws and regulations;**

**CONSIDERING THAT the *Access Act* requires a public body, including a municipal body, to adopt a privacy policy if it collects personal information by technological means;**

**Therefore,**

**It is moved by Rick Frost and unanimously resolved to adopt the Privacy Policy for the Municipality of Litchfield as presented.**

**Carried**

**\*Members of council received a copy of the policy prior to this meeting.**

**2024-03-48**

**ADMINISTRATIVE POLICY CONCERNING THE MUNICIPALITY OF LITCHFIELD'S PRIVACY GOVERNANCE RULES**

**CONSIDERING THAT the Municipality of Litchfield (hereinafter the "Municipality") is a public body subject to the Act respecting access to documents held by public bodies and the protection of personal information, RLRQ c. A-2.1 (hereinafter the "Access Act");**

**WHEREAS the Municipality is committed to protecting the personal information it collects and processes in the course of its activities in compliance with applicable laws and regulations;**

**CONSIDERING THAT, in 2022, the Municipality employed, on average, 50 employees or less, and is therefore not subject to the obligation to establish a committee on access to information and the protection of personal information in accordance with the By-law excluding certain public bodies from the obligation to establish a committee on access to information and the protection of personal information;**

**CONSIDERING THAT, in order to fulfill the obligations stipulated in the Access to Information Act, the present administrative policy concerning the rules of governance with respect to the protection of personal information has been instituted.**

**Therefore,**

**It is moved by Rick Frost and unanimously resolved to adopt the Administrative Policy concerning the Municipality of Litchfield's Privacy governance rules.**

**Carried**

**2024-03-49**                    **Change of date for the April monthly meeting**  
Whereas the members of council have prepared an annual schedule of monthly meetings;  
Wherease the April 1<sup>st</sup> meeting was erroneously scheduled on a holiday;  
Therefore,  
It is moved by Denis Dubeau and unanimously resolved to change the date from April 1 to April 8, 2024.  
A public notice to this effect is to be posted immediately.  
Carried

**2024-03-50**                    **HUMAN RESOURCES**  
**Extension of Connie Levesque’s temporary employment**  
It is moved by Terry Racine and unanimously resolved to extend the temporary employment of Connie Levesque from April 1 to April 30, 2024.  
Carried

**2024-03-51**                    **SECURITY**  
**PROJECT BY-LAW 2024-254**  
**By-law modifying the SPEED LIMIT ON A PORTION OF HAYES ROAD**  
WHEREAS paragraph 4 of article 626 of the Highway Security Code (L.R.Q., c. C-24.2) permits a municipality to fix, by way of a By-law, the minimum and maximum speed limit of vehicles on roads in the municipal territory;  
WHEREAS a notice of motion and the presentation of project by-law 2024-254 were given at a regular meeting of council held on February 5, 2024 by councilor Emile Morin;  
THEREFORE,  
It is moved by Emile Morin and unanimously resolved to adopt By-law 2024-254 and council decrees that;  
**ARTICLE 1**  
The present By-law 2024-254 will duly modify the speed limit on Hayes Road between the entrance at Rte 148 and #60 Hayes Road.  
**ARTICLE 2**  
No one may conduct a vehicle at a speed:  
Not to exceed 50 km/hour on Hayes Road between the entrance at Rte 148 and #60 Hayes Road.  
**ARTICLE 3**  
The appropriate signage indicating the specified speed limit of 50km/hour will be installed by the municipality.  
**ARTICLE 4**  
All persons in contravention of article 2 of the present by-law will be subject to an infraction and a fine according to articles 516 or 516.1 of the Highway Security Code.  
**ARTICLE 5**  
The present by-law will come into effect 90 days following its adoption and after the publishing of an official notice by the Ministry of Transport in the official Quebec Gazette.  
Carried

**\*Mayor Lariviere reads the correspondence.**

**MISCELLANEOUS**

**2024-03-52**

**Whereas the Municipality is proceeding with a project for the installation of a new Municipal Dock system;  
Whereas the installation requires a Certificate of Authorization from the Ministry of Environment;  
Whereas a biological study is required for the application of the Certificate of Authorization;  
Whereas the municipality has received an offer of service for the provision of a study, from AP Enviro-Conseil in the amount of \$2140 + tax;  
Therefore,  
It is moved by Rick Frost and unanimously resolved to accept the offer of service from AP Enviro-Conseil. This amount of \$2140+tax is authorized from the FRR-4 funds.  
Carried**

**Call for offers of service for the provision of cleaning and maintenance of the municipal office and the Park Restrooms.**

**2024-03-53**

**It is moved by Rick Frost and unanimously resolved that Director General and Clerk Treasurer, Julie Bertrand, post a "Call for offers of service" for the provision of cleaning and maintenance of the Municipal Office and Park restrooms.  
Carried**

**ADJOURNMENT**

**2024-03-54**

**It is moved by Rick Frost and unanimously resolved to adjourn the meeting at 7:45p.m.  
Carried**

\_\_\_\_\_  
**Colleen Larivière  
Mayor**

\_\_\_\_\_  
**Julie Bertrand  
Director General and Clerk Treasurer**

