

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on October 7, 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.

Visitors:

Adoption of Agenda

2024-10-168 It is moved by Courtney Harris and unanimously resolved to adopt the agenda (with additions) for October 7th, 2024.

Carried

Adoption of Minutes

2024-10-169 It is moved by Emile Morin and unanimously resolved to adopt the meeting minutes from September 9th, 2024 regular meeting.

Carried

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 a minor variance request-lots 3545379 and 3685575

2024-10-170 Whereas a request for a minor derogation was requested for lots 3545379 and 3685575 for a non-conforming element in the urban planning by-law 2017-228;

Whereas in accordance with article 145.6 of the Act respecting land use planning and development (RLRQ, c.a.-J9.1) and article 445 of the Municipal Code of Quebec, the notice has been published;

Whereas the purpose of this variance is to authorize a distance of 1.12 m and 1/19 m between the shed and the property line;

Whereas the zoning by-law prescribes a distance of 2m, allowing a variance of 0.88m and 0.81m, all as shown on the cadastral plan prepared by Mr. Hubert Carpentier, land surveyor, dated June 19, 2023 and bearing minute number 17714;

Whereas the Committee for consultation on Urbanism, has met on September 11, 2024 and recommends that the variance requested be granted;

Therefore,

It is moved by Emile Morin and unanimously resolved to approve the variance for lots 3545379 and 3685575.

Carried

ROADS AND EQUIPMENT

Purchase of a sander chain for 2020 Western Star truck

2024-10-171

It is moved by Terry Racine and unanimously resolved to authorize the purchase of a sander chain for the 2020 Western Star truck. This expense of 1708.10 plus taxes is authorized from the budgetary item "vehicle maintenance" from the 2024 provisional budget.
Carried

Installation of guard rails

2024-10-172

It is moved by Emile Morin and unanimously resolved to authorize the installation of guard rails on chemin Hayes. This expense of 18 770\$ plus taxes is authorized from the PAVL-PPA funds and the accumulated surplus.
Carried

Purchase of a traffic sign for chemin church and chemin Flynn intersection

2024-10-173

Whereas a request was made to attempt to slow traffic at the intersection of chemin Church and Flynn;
Whereas council agrees to install a center line sign;
Therefore,
It is moved by Rick Frost and unanimously resolved to approve the purchase of the sign. This expense authorized from the budgetary item "signs" from the 2024 provisional budget.
Carried

Excavator rental

2024-10-174

It is moved by Emile Morin and unanimously resolve to authorize the rental of an excavator to ditch on chemin Stevenson. This expense is authorized from the budgetary item "equipment rental" from the 2024 provisional budget.
Carried

FINANCE/ADMINISTRATION

Increase of line of credit for account 80530-9

2024-10-175

It is moved by Courtney Harris and unanimously resolved to request an increase of \$250,000 for the line of credit at Caisse Desjardins Rivières du Pontiac, account 80530-9. It is also resolved that Mayor Colleen Larivière and Director General/clerk-treasurer, Julie Bertrand, are authorized to sign the related documents.
Carried

Payment of accounts

2024-10-176

It is moved by Courtney Harris 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: \$25.60

Invoices to be paid: \$389 199.65

Certificate of availability

I, Julie Bertrand, Director General of the Municipality of Litchfield certify that they are sufficient credits to pay the approved amount of bills totaling 389 225.25\$ for the month of October 2024.

Signed: _____ Date: _____

Julie Bertrand, Director General

Authentication of expense for Director General to attend the ADMQ Colloque

2024-10-177 It is moved by Denis Dubeau and unanimously resolved to authenticate the expense for the ADMQ colloque. This expense of \$200+ taxes is authorized from the budgetary item “ DG-conventions and training” form the 2024 provisional budget.
Carried

Website creation and management contract

2024-10-178 It is moved by Denis Dubeau and unanimously resolved to authorize a contract with William Fenton for maintenance and improvements of the municipal website. This expense of \$300/month is authorized from the budgetary item “website design and maintenance” from the 2024 provisional budget.
Carried

Emergency plumbing repair

2024-10-179 It is moved by Courtney Harris and unanimously resolved to authenticate the emergency repair to the office outdoor water source. This expense of approx. \$300 is authorized from the budgetary item “office maintenance” from the 2024 provisional budget.
Carried

Donation to Pontiac Lion’s - Calendar

2024-10-180 It is moved by Denis Dubeau and unanimously resolved to donate \$250 to the Centraide (MRC campaign). This expense authorized from the budgetary item “donations” from the 2024 provisional budget.
Carried

Transfer of budgetary funds

2024-10-181 It is moved by John Stitt and unanimously resolved to approve the following budgetary transfers:
Transfer \$3000 from “Sea container-capital assets” to “beaver control”.
Transfer \$2000 from “Mayor/Council course fees” to “beaver control”.
Transfer \$4000 from “Mayor/Council travel and conventions” to “equipment rental”.
Transfer of \$300 from Director General- “Conventions/training” to “Website-design and maintenance”.
Carried

Winter Sand tender

2024-10-182 Whereas the municipality put out a call to tender for the supply of 3000 m.t. of winter sand;
Whereas the municipality received 1 conform tender from *Les Entreprises Brian Stanton Lte at \$3.46/m.t. tax included*
Therefore,
It is moved by John Stitt and unanimously resolved to accept the offer for the supply of 3000m.t. of winter sand at the cost of 3.46/m.t.
Carried

2024-10-183 Authorization of extra charges for the paving project 24-Litch-01
It is moved by Emile Morin and unanimously resolved to approve the additional charge of \$3804.67 for the contract. This expense is authorized from the accumulated surplus.
Carried

2024-10-184 Approval of payment to the Municipality of Campbell's Bay
It is moved by Terry Racine and unanimously resolved to authorize the annual administration fee for the CLFD. This amount is authorized from the budgetary item "Security-admin fee to Campbell's Bay" from the 2024 provisional budget.
Carried

2024-10-185 Approval of payment to the Municipality of Campbell's Bay
It is moved by Terry Racine and unanimously resolve to authorize the payment of \$10,000 for recreational services provided. This expense of \$10,000 is authorized from the budgetary item "Recreation-rink/ball field" from the 2024 provisional budget.
Carried

SECURITY

2024-10-186 Approval of payment for the shared fire service fees -Municipality of Campbell's Bay
It is moved by Rick Frost and unanimously resolve to authorize the payment of 17,682.38 is authorized from the budgetary item "Public Security-Fire services provided by Campbell's Bay" from the 2024 provisional budget.
Carried

2024-10-187 Approval of expense -emergency wasp control
It is moved by Denis Dubeau and unanimously resolve to authenticate the emergency wasp control expense. This amount of \$344.93 is approved from the budgetary item "Garage -maintenance and repair" from the 2024 provisional budget.
Carried

2024-10-188 AUTHORIZATION OF EXPENSE – OFFER OF LEGAL SUPPORT SERVICES FROM THE FQM FOR THE PREPARATION OF AN INTER-MUNICIPAL AGREEMENT FOR THE PROVISION OF FIRE PROTECTION SERVICES TO THE MUNICIPALITIES OF BRYSON AND L'ILE-DU-GRAND-CALUMET
WHEREAS the Municipalities of Campbell's Bay and Litchfield previously resolved to offer fire protection services to the municipalities of Bryson and L'Ile-Du-Grand-Calumet;
WHEREAS part of this process, the Municipality of Campbell's Bay has contacted the FQM's Legal Assistance Service to obtain an offer of legal support services;
WHEREAS the legal support fees provided by the FQM will be equally shared among all 4 municipalities;
Motioned by Courtney Harris and unanimously resolved to accept the FQM's offer of legal support services as described in the offer dated October 1, 2024. The amount of up to \$2 400 is allocated from the shared fire budget.
Carried

***Mayor Lariviere reads the correspondence.**

MISCELLANEOUS

COMMITMENT TO THE MADA COLLECTIVE APPROACH AND FINANCIAL CONTRIBUTION

2024-10-190

Considering that the Municipality of Litchfield wishes to update its MADA policy which was adopted in 2012;

Considering that the Municipality of Litchfield is committed to improving the living conditions of seniors and fostering their inclusion in the social life of the community;

Considering that this is a collective initiative, the Municipality of Litchfield is committed to contributing CAD 1 000 \$ to the implementation of the initiative;

Therefore,

It is moved by Terry Racine and unanimously resolved that the Municipality of Litchfield confirms its interest and commitment to partner with other municipalities to undertake and carry out its collective MADA approach and contribute financially.

Carried

APPOINTMENT OF A REPRESENTATIVE OF THE MUNICIPALITY OF LITCHFIELD TO THE MADA COLLECTIVE APPROACH.

2024-10-191

Considering that the MRC Pontiac wishes to update its MADA policy which was adopted in 2012;

Considering that the Municipality of Litchfield is committed to improving the living conditions of seniors and promoting their inclusion in the social life of the community;

Considering that the person to be appointed will represent the municipality in terms of senior's issues on the steering committee;

Therefore,

It is moved by Terry Raine and resolved that Director General, Julie Bertrand, be appointed municipal representative for the MADA initiative on the steering committee.

Carried

APPOINTMENT OF A REPRESENTATIVE OF THE MUNICIPALITY OF LITCHFIELD TO THE MUNICIPAL FAMILY POLICY.

2024-10-192

Considering that the MRC Pontiac wishes to update its MADA policy which was adopted in 2012;

Considering that Municipality of Litchfield is committed to acting in favor of families, and that the well being of family and their concerns are an integral part of municipal priorities;

Considering that the person to be appointed will represent the municipality in terms of family's issues on the steering committee;

Therefore,

It is moved by Terry Racine and resolved that Director General, Julie Bertrand, be appointed municipal representative for the MADA initiative on the steering committee.

Carried

COMMITMENT TO THE COLLECTIVE FAMILY POLICY APPROACH AND FINANCIAL CONTRIBUTION.

2024-10-193

Considering that Municipality of Litchfield wishes to update its family policy and action plan which was adopted in 2012;

Considering that Municipality of Litchfield is committed to acting in favor of families, and that the well being of families and their concerns are an integral part of municipal priorities;

Considering that this is a collective approach, the Municipality of Litchfield undertakes to contribute financially up to CAD 1 000 \$ for the implementation of the policy;

Therefore,

It is moved by Terry Racine and resolved that Municipality of Litchfield confirms its interest and commitment to join with other municipalities to undertake and implement the PFM collective approach, and to contribute financially.

Carried

Cost sharing for the MLF Directives

2024-10-194

It is moved by John Stitt and unanimously resolved that it is approved to cost share with 3 other municipalities for the preparation of the Directives required, as per the law of the state, by Minister of the French Language. This expense of \$1000 + taxes is authorized from the budgetary item “ legal and survey fees” from the 2024 provisional budget.

Carried

ADJOURNMENT

2024-10-195

It is moved by Rick Frost and unanimously resolved to adjourn the meeting at 9:05 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General and Clerk Treasurer

