

## MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on November 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, John Stitt, and Rick Frost.

Councilors Terry Racine and Courtney Harris motivated their absences.

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

Visitors: Simon Thibault, DignardThibault CPA

### Adoption of Agenda

2024-11-199

It is moved by Emile Morin and unanimously resolved to adopt the agenda (with additions) for November 4<sup>th</sup>, 2024.

Carried

### Adoption of Minutes

2024-11-200

It is moved by Rick Frost and unanimously resolved to adopt the meeting minutes from October 7, 2024 regular meeting and October 21, 2024 Special meeting.

Carried

\*There are no declarations of conflict of interest by 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.

## ROADS AND EQUIPMENT

### Detour approval request from the MTQ

2024-11-201

Whereas the municipality has received a request for approval, from the MTQ, regarding 3 detour routes on the territory of Litchfield; Whereas the increased traffic and increased dust on the detour routes could have a negative impact on the security of citizens; Whereas the increase in traffic and dust could lead to added expenses for the road maintenance/repairs and dust control; Therefore,

It is moved by Denis Dubeau and unanimously resolved that the Municipality does not approve the request from the MTQ in regards to 3 detour routes on the Keon/Bank, Belanger/Stevenson/Hayes and the Mountain Roads.

Carried

**2024-11-202**      Purchase of a tire installation lift  
It is moved by Emile Morin and unanimously resolved to authorize the purchase of a tire installation lift. This expense of \$507 + taxes is authorised from the budgetary item "tools and supplies" from the 2024 provisional budget.  
Carried

**FINANCE/ADMINISTRATION**

\*It is noted that M. Simon Thibault, CPA from the firm DignardThibault CPA deposited and presented the 2023 financial statements. The Financial statements for the 2023 fiscal year will be posted on the Municipal website.

**2024-11-203**      Payment of accounts  
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: \$3243.70

Invoices to be paid: \$104 862.40

**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 bills totaling \$108 106.10 for the month of November 2024.

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

Julie Bertrand, Director General

\*It is noted that Mayor Larivière deposited the 2024 Mayor's Report. The Mayor's Report is to be posted on the Municipal website.

\*It is noted that the following members of council deposited their Pecuniary Interests forms: Colleen Lariviere, Denis Dubeau, John Stitt, Emile Morin and Rick Frost.

**2024-11-204**      Signing authority and administrative authorization for the municipal bank accounts held with the Caisse Desjardins des Rivieres du Pontiac.  
It is moved by Rick Frost and unanimously resolved to approve Brittany Hearty as signatory and that she to have administrative authorization for the municipal bank accounts held with the Caisse Desjardins des Rivieres du Pontiac:  
Carried

**2024-11-205**      2025 clear diesel supply  
It is moved by Rick Frost and unanimously resolved to request that the current supplier extend the contract for the supply of clear diesel for the year 2025.  
Carried

2024-11-206

**CALENDAR OF REGULAR MEETINGS - YEAR 2025**

WHEREAS article 148 of the Municipal Code of Québec provides that the Council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the coming year, setting the day and time of the beginning of each;

THEREFORE

It is moved by Emile Morin and unanimously resolved

THAT MEETINGS begin at 7H00 at the Municipal office located at 1362 rte 148 Campbell's Bay, QC J0X 1K0.

THAT the following schedule be adopted for the holding of ordinary sittings of the Municipal Council for the year 2025;

MONTH	DATE	DAY	TIME
JANUARY	7	TUESDAY	7:00 P.M.
FEBRUARY	3	MONDAY	7:00 P.M.
MARCH	10	MONDAY	7:00 P.M.
APRIL	7	MONDAY	7:00 P.M.
MAY	5	MONDAY	7:00 P.M.
JUNE	2	MONDAY	7:00 P.M.
JULY	7	MONDAY	7:00 P.M.
AUGUST	11	MONDAY	7:00 P.M.
SEPTEMBER	8	MONDAY	7:00 P.M.
OCTOBER	6	MONDAY	7:00 P.M.
NOVEMBER	10	MONDAY	7:00 P.M.
DECEMBER	8	MONDAY	7:00 P.M.

THAT public notice of the contents of this calendar be published by the Director General in accordance with the Act governing the municipality.

Carried

**Authentication of legal fees for the preparation and guidance for the preparation of the mandatory modification of the Contractual Management Policy By-Law 2024-256 and the Internal Management of Meetings By-Law 2024-255**

2024-11-207

It is moved by Denis Dubeau and unanimously resolved to authenticate the expense of \$500. This expense authorized from the budgetary item "legal and survey fees" from the 2024 provisional budget.

Carried

\*A notice of motion is given by Emile Morin that a draft by-Law modifying the Contractual Management Policy will be presented.

**DRAFT BY-LAW NO. 2024-256 AMENDING BY-LAW NO. 2023-251  
RESPECTING CONTRACT MANAGEMENT ADOPTED ON AUGUST 8,  
2023 BY RESOLUTION 2023-08-558**

2024-11-208

WHEREAS By-law number 2023-251 concerning the management of contracts was adopted by the Municipality on August 23, 2023, in accordance with article 938.1.2 of the *Municipal Code of Québec* ("MC");

WHEREAS the *Act to amend the Act respecting municipal taxation and other legislative provisions* (S.Q. 2023, chapter 33) assented to on December 8, 2023 (Bill 39) and the *Act to amend the Act respecting municipal taxation and other legislative provisions* (S.Q. 2024, chapter 4) assented to on June 6, 2024 (Bill 57) amend certain provisions of the *CM* regarding certain measures that may be adopted by municipalities in their contract management by-laws;

WHEREAS it is necessary to amend the present Contract Management By-law to add the provisions made mandatory by these laws;

WHEREAS a notice of motion was given and a draft by-law was presented at the meeting of November 4, 2024;

THEREFORE,

It is moved BY: ÉMILE MORIN AND UNANIMOUSLY RESOLVED THAT THE PRESENT DRAFT BY-LAW 2024-256 be adopted.

Carried

\*It is noted that members of council received a copy of said By-Law prior to this sitting. Therefore, the reading of the by-law is dispensed of.

\*Notice of Motion is given by Rick Frost that a Draft by-law regarding the Internal Management of Meetings of the Municipality of Litchfield will be presented.

**DRAFT BY-LAW 2024-255  
BY-LAW ON THE INTERNAL MANAGEMENT OF MEETINGS  
OF THE COUNCIL OF THE MUNICIPALITY OF LITCHFIELD**

2024-11-209

WHEREAS section 491 of the *Quebec Municipal* which allows the council to adopt by-laws to regulate the conduct of the Board's debates and to maintain the good order and decorum during sessions;

WHEREAS the Municipality of LITCHFIELD wishes to act in order to maintain order and decorum during Municipal Council meetings;

WHEREAS it is opportune for Council to adopt a by-law to this effect;

WHEREAS notice of motion and presentation of the present by-law was given at the regular meeting held on November 4, 2024 by Rick Frost;

Therefore,

IT IS PROPOSED by Rick Frost and unanimously resolved that the Present Draft by-law 2024-255 be adopted.

Carried

\*It is noted that members of council received a copy of said By-Law prior to this sitting. Therefore, the reading of the by-law is dispensed of.

2024-11-210

**Adoption of a specific directive on the use of a language other than the official language**

**CONSIDERING** the assent, on June 1, 2022, of the *Act respecting the official and common language of Québec, French* (S.Q. 2022, c. 14), amending the *Charter of the French Language* (RLRQ, c. C-11) (hereinafter the "Charter");

**CONSIDERING** that the Charter establishes a duty of exemplarity for the Administration, requiring municipal organizations to use the French language in an exemplary manner in their activities;

**CONSIDERING** that the *Politique linguistique de l'État*, which came into force on June 1, 2023, applies to municipal organizations;

**CONSIDERING** that the *Règlement sur la langue de l'Administration* (RLRQ, c. C-11, r.8.1) and the *Règlement concernant les dérogations au devoir d'exemplarité de l'Administration et les documents rédigés ou utilisés en recherche* (RLRQ, c. C-11, r.5.1) complete the legal framework applicable to the Administration with regard to the use of French and provide, in addition to those set out in the Charter, for situations where a language other than French may be used;

**CONSIDERING** that, in accordance with section 29.15 of the Charter, an organization of the Administration to which the State's language policy applies must adopt a directive specifying the nature of the situations in which it intends to use a language other than French in the cases permitted by the Charter and its regulations, and revise it at least every five years;

**CONSIDERING** that an organization of the Administration to which the State's language policy applies must adopt a directive specifying the nature of the situations in which it intends to use a language other than French in the cases permitted by the Charter and its regulations, and revise it at least every five years;

**CONSIDERING** that an organization recognized under section 29.1 of the Charter may waive the obligation to use French in an exemplary manner when, in accordance with the Charter, it uses the language that its recognition allows it to use;

**CONSIDERING** the obligation to transmit this directive, as well as any subsequent revision, to the Minister of the French Language, in addition to making it public on the Municipality's website;

Consequently,

It is proposed by Denis Dubeau and unanimously resolved to adopt the "*Directive relative to the use of a language other than the official language of the Municipality of Litchfield*".

That the Directive of the Municipality of Litchfield replaces the general directive of the Minister of the French Language in effect since June 1, 2023;

That this Directive will be:

- transmitted to the Minister of the French Language;
- published on the municipality's website;
- distributed to municipal staff;
- revised at least every five years.

Carried

2024-11-211

TECQ-Programming #9

Whereas:

The municipality has taken cognizance of the Guide respecting the terms and conditions for payment of the government contribution under the Québec Gas Tax and Contribution Program (TECQ) for the years 2019 to 2024;

The municipality must comply with the terms and conditions of this guide that apply to it in order to receive the government contribution confirmed in a letter from the Minister of Municipal Affairs and Housing.

Therefore,

It is moved Denis Dubeau moved and resolved that:

The Municipality undertakes to comply with the terms and conditions of the guide that apply to it;

The Municipality agrees to be solely responsible for and to hold harmless the Government of Canada and the Government of Québec, as well as their ministers, senior officials, employees and agents, from and against any and all claims, demands, losses, damages and costs of any kind based on injury to or death of any person, damage to or loss of property caused by any deliberate or negligent act arising directly or indirectly from investments made using financial assistance obtained under the TECQ 2019-2024 program;

The Municipality approves the content and authorizes the sending to the Ministry of Municipal Affairs and Housing of the attached work program version no. 9 and all other documents required by the Ministère in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

The municipality undertakes to meet the minimum capital expenditure threshold for all five years of the program;

The municipality undertakes to inform the Ministry of Municipal Affairs and Housing of any changes made to the work program approved by this resolution.

The Municipality hereby certifies that the work program, version no. 9, attached hereto, contains true costs.

Carried

2024-11-212

SECURITY

Resolution for the Re-adoption of the Implementation Plan (PMO)

Whereas the municipal council of the municipality of Litchfield previously adopted the proposed Implementation Plan of the MRC Pontiac Fire Safety Cover Plan;

Whereas significant changes have been made to the plan since its first draft, including updates to the responsibilities of individual municipalities and various other actions;

Whereas the regional council of the MRC de Pontiac has adopted a resolution to suspend the filing of the Fire Safety Cover Plan to allow for its re-adoption by local municipalities;

Whereas the revised Implementation Plan (PMO) has been presented to the members of the municipal council for their review and consideration;

It is proposed by Emile Morin and unanimously resolved that the council hereby adopts the revised Implementation Plan (PMO) as presented, and agrees to implement it as part of its fire safety measures.

Carried

**Renewal of 2025 Recycling Contract**

2024-11-213

It is moved by Denis Dubeau and unanimously resolved to renew the Recycling contract with 9828745 Canada Inc/McGrimmon Cartage for the 2025 period. It is also resolved to authorized Director General, Julie Bertrand, to sign the contract.

Carried

**TRANSFER SITE**

**Financial agreement with Éco Entreprises Québec**

2024-11-214

WHEREAS the Environment Quality Act (R.S.Q., c. Q-2) (“the Act”) was amended by the Act to amend mainly the Environment Quality Act as regards deposits and selective collection (S.Q. 2021, c. 5), assented to on March 17, 2021;

WHEREAS section 53.31.0.2 of the Act as amended provides that no municipality or group of municipalities may, on its own initiative, develop or implement all or part of a system for the selective collection of certain recyclable materials when the development, implementation and financing of such a system are entrusted to persons by by-law;

WHEREAS the Regulation respecting a selective collection system for certain residual materials (RLRQ, c. Q-2, r. 46.01) (“the Regulation”) came into force on July 7, 2022;

WHEREAS ÉEQ is the management organization designated under Section I of Chapter III of the Regulation to develop, implement and financially support a Quebec-wide selective collection system for certain recyclable materials;

WHEREAS the signatory Organism is party to a contract for the collection and transportation of residual materials ending after December 31, 2024, or plans to award a short contract for the year 2025.

WHEREAS section 20 of the Regulation provides for the conclusion of an agreement between ÉEQ and a municipal body or aboriginal community that is party to a contract for the collection and transportation of residual materials that ends on a date subsequent to December 31, 2024, on the compensation of this municipal body or community for the services referred to in section 53.31.1 of the Act as it read prior to December 31, 2024, provided between January 1, 2025 and the end date of said contract.

WHEREAS certain other services will be assumed by ÉEQ as part of the selective collection system as of January 1, 2025;

WHEREAS it is necessary for the Parties to provide for the terms and conditions applicable to the payment of compensation and to the services assumed by ÉEQ as of January 1, 2025 through a financial agreement;

WHEREAS ÉEQ has identified the signatory Organization to enter into such an agreement for the Territory of application;

ATTENDU QUE des échanges ont eu lieu entre ÉEQ et l'Organisme signataire en vue de la conclusion d'une telle entente ;

WHEREAS the By-law provides for deadlines for the conclusion of the financial agreement;

WHEREAS the financial agreement is submitted to the members of the Board;

IT IS PROPOSED by Denis Dubeau and unanimously resolved;

TO ACCEPT the terms of the financial agreement submitted to Council members, which form an integral part of this resolution;

TO AUTHORIZE the Director General to sign the financial agreement with Éco Entreprises Québec.

Carried

**HALTE**

**Authentication of fees for the winterizing of the splashpad**

2024-11-215

It is moved by Emile Morin and unanimously resolved to authenticate the expense for winterizing the splashpad. This amount of approximately \$400 is authorized from the budgetary item " splashpad maintenance" from the 2024 provisional budget.

Carried

**MISCELLANEOUS**

\*Mayor Lariviere reads the correspondence.

**ADJOURNMENT**

2024-11-216

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

Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General and Clerk Treasurer



