

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on December 2, 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.

Adoption of Agenda

2024-12-217 It is moved by Rick Frost and unanimously resolved to adopt the agenda for December 2, 2024.
Carried

Adoption of Minutes

2024-12-218 It is moved by Denis Dubeau and unanimously resolved to adopt the meeting minutes from November 4, 2024.
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.

Non-conform construction and permit request

2024-12-219 Whereas the Municipality must apply the zoning By-Law 2017-228;
Whereas it is necessary to proceed with continued legal assistance in the file related to lot 3685570;
Therefore,
It is moved by Emile Morin and unanimously resolved to authorize Deveau Avocats to continue with necessary action related to the file.
Carried

Support of a request for a reduction of speed near #1063 Rte 148, Litchfield

2024-12-220 Whereas the municipality has received a request to support the resident located at #1063 Rte 148, Litchfield in a request to the MTQ to reduce the speed limit;
Whereas the resident is concerned about the safety of his child while waiting and boarding the school bus;
Whereas the resident has contacted the MTQ;
Whereas the municipality has requested information from the MTQ regarding procedures for the requested speed limit reduction;
Therefore,
It is moved by Rick Frost and unanimously resolved that the Municipality of Litchfield support the request and authorizes the Director General to provide documentation required.
Carried

ROADS AND EQUIPMENT

Authentication of repair expense for the 2017 plow truck

2024-12-221

It is moved by Terry Racine and unanimously resolved to authenticate the purchase of a new radiator for the 2017 plow truck. This expense of \$1291.00 is authorized from the budgetary item "vehicles repair and maintenance" from the 2024 provisional budget. Carried

MTQ -Request to authorize detour routes

2024-12-222

Whereas on November 4th, 2024 the members of council adopted resolution number 2024-11-201;
Whereas the Municipality has received a request to reconsider the decision made on November 4, 2024;
Whereas, for security reasons and possible repair costs, council is not in agreement with the detour routes proposed;
Therefore,
It is moved by Denis Dubeau and unanimously resolved that the Municipality of Litchfield maintains the decision adopted by resolution 2024-11-201.
Carried

FINANCE/ADMINISTRATION

Payment of accounts

2024-12-223

It is moved by Emile Morin 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: \$7.36

Invoices to be paid: \$49 360.37

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 \$69 978.88 for the month of December 2024.

Signed: _____ Date: _____

Julie Bertrand, Director General

*It is noted that the following members of council deposited their Pecuniary Interests forms: Terry Racine and Courtney Harris

PAVL-CE File: VFQ97769-84040(7) 20240426-013

2024-12-224

WHEREAS the Municipalité de Litchfield has read the terms and conditions of the Specific Improvement Projects (PPA) section of the Local Roads Assistance Programme (PAVL) and undertakes to comply with them;
WHEREAS the road network for which a request for financial assistance has been granted is under municipal jurisdiction and eligible for the PAVL;
WHEREAS the work was carried out during the calendar year in which the Minister authorized it;
WHEREAS the work carried out or the inherent costs are eligible under the PAVL;
WHEREAS form V-0321 has been duly completed;
WHEREAS the submission of project reports was made upon completion of the work or no later than December 31, 2024 of the calendar year in which the Minister authorized the work;

Continued..

WHEREAS payment is conditional on the Minister's acceptance of the project's accountability report;

WHEREAS, if the rendering of accounts is deemed compliant, the Minister will make a payment to the municipalities based on the list of work he has approved;

Without, however, exceeding the maximum amount of assistance as set out in the letter of announcement;

WHEREAS other sources of financing for the work have been declared;
CONSEQUENTLY,

It is proposed by Courtney Harris and unanimously resolved that;

The Council of the Municipality of Litchfield approves the expenses in the amount of \$41,144 for the improvement work and related eligible costs mentioned on form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and acknowledges that in the event of non-compliance, the financial assistance will be cancelled.

Carried

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

2024-12-225

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.

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

2024-12-226

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 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.

PAVL-VOLET ENTRETIEN: 2024-84040 File no.: YHZ74468

2024-12-227

It is unanimously resolved to accept the PAVL-VOLET ENTRETIEN financial report as follows:

WHEREAS Transports Québec has paid \$357,675 as compensation for the maintenance of local roads for the year 2024;

WHEREAS the funds distributed to the Municipality are intended for the routine and preventive maintenance of local roads 1 and 2 as well as the components of the bridges located on these roads for which the Municipality is responsible;

WHEREAS this resolution is accompanied by Appendix A describing the work performed by the Municipality on the above-mentioned roads;

WHEREAS an external auditor will be required to submit within the prescribed time frame the accounting report in Appendix B or a duly signed special external audit report.

IT IS THEREFORE PROPOSED by Courtney Harris and unanimously resolved that the Municipality of Litchfield inform Transports Québec of the compensation for routine and preventive maintenance of local roads 1 and 2, as well as for bridge components located on these roads, for which the Municipality is responsible, in accordance with the objectives of the Maintenance Assistance Programme for local roads.

Carried

Budgetary Transfer

2024-12-228

It is moved by Terry Racine and unanimously resolved to transfer \$2700 from budgetary item "Christmas party" and \$2300 from the budgetary item "DG Convention including travel" to budgetary item "vehicle maintenance and repairs" of the 2024 provisional budget.

Carried

Budgetary Transfer

2024-12-229

It is moved by Courtney Harris and unanimously resolved to transfer \$1000 from budgetary item "Mayor/council travel and conventions" and \$1000 from the budgetary item "splashpad maintenance" to budgetary item "beaver control" of the 2024 provisional budget.

Carried

Acceptance of extension for the 2025 clear diesel fuel contract

2024-12-230

It is moved by Denis Dubeau and unanimously resolved to accept the extension agreement for the 2025 diesel fuel supply from MacEwan Petroleum.

Carried

Office Hours during the Holiday Season

2024-12-231 It is moved by Courtney Harris and unanimously resolved that the office will be closed from December 24, 2024 to Jan 3, 2025 inclusive.
Carried

Federal Summer Jobs Grant application

2024-12-232 Whereas the Municipality of Litchfield partners with the municipality of Campbell's Bay and the Maison des Jeunes du Pontiac for the provision of a summer camp for the 2025 period;
Whereas it is necessary to participate in the provision of staff;
Therefore,
It is moved Terry Racine and unanimously resolve to authorize Director General, Julie Bertrand, to apply for 2 student employment approvals from the Federal Summer Jobs program.
Carried

Staff appreciation

2024-12-233 It is moved by Emile Morin and unanimously resolved to authorize staff appreciation in the amount of \$100 each. This expense is authorized from the budgetary item "good will gestures and donations" from the 2024 provisional budget.
Carried

SECURITY

2024-12-234 **AUTO DISPATCH AGREEMENT WITH THE MUNICIPALITIES OF SHAWVILLE AND CLARENDON FIRE SAFETY SERVICES**

WHEREAS the municipalities of Campbell's Bay, Litchfield, Shawville, and Clarendon entered into a mutual aid agreement for fire safety services in 2011, as per Resolution 165-10-11;

WHEREAS due to a limited number of available firefighters during weekdays, this agreement was modified in March 2016 to establish an auto-dispatch arrangement for all four municipalities as per resolution 049-03-16;

WHEREAS the number of firefighters available during weekdays has now reached a sufficient level;

THEREFORE,

It is moved by Emile Morin and unanimously resolved;

- THAT the auto-dispatch agreement with Shawville and Clarendon be canceled effective December 4, 2024;
- THAT the original mutual aid agreement from 2011 remain in effect; and
- THAT the original agreement be reviewed and, if required, be updated to address the current mutual aid needs of the municipalities in terms of fire safety services.

Carried

2025 Annual Fire Department shared budget

2024-12-235 Whereas it is necessary to prepare and approve a shared budget for the Joint Fire Services of Campbell's Bay and Litchfield;
Whereas said budget must be approved by both municipalities;
Therefore,
It is moved by Terry Racine and unanimously resolved that the Municipality of Litchfield approve the 2025 provisional budget as prepared and that the Municipality of Litchfield is responsible for the portion set out the Campbell's Bay/Litchfield Intermunicipal agreement for Fire Services.
Carried

***Mayor Lariviere reads the correspondence.**

MISCELLANEOUS

2024-12-236

Whereas the municipality of Litchfield has received a request from a taxpayer at 76 Laforet for the approval of water supply from the Municipality of Campbell's Bay;

Whereas the Municipality of Campbell's Bay will provide the supplies and equipment required for the installation for the provision of the water;

Therefore,

It is moved by Denis Dubeau and unanimously resolved that the taxpayer be made aware that all costs related to the installation of the equipment and the provision of water are at the sole cost of the taxpayer;

It is also resolved that the taxpayer commit to the Municipality of Campbell's Bay, via a contract, to being responsible for all costs and for the annual costs for the water supply from the Municipality of Campbell's Bay;

It is also noted that the Municipality of Litchfield authorizes the excavation of Laforet Road on the condition that it be reinstated to the condition prior to excavation, including gravel and asphalt.

It is also noted that the municipality of Litchfield is not and will not be held responsible for any cost or damages related to the provision of water by the Municipality of Campbell's Bay for the taxpayer at 76 Laforet Road, Litchfield.

Carried

2024-12-237

Request to install lighting and signage-100 River Road

Whereas the Municipality has received a request, from the taxpayer located at lot #3545988, Litchfield;

Whereas the taxpayer requests the installation of a street light and signage on the road;

Whereas the taxpayer requests the installation of equipment to prevent property theft on private land;

Whereas the River Road is on the territory belonging to the Municipality of Campbell's Bay;

Whereas the lighting and signage would require installation on the territory of the Campbell's Bay;

Whereas the municipality of Litchfield cannot incur expenses for works performed on another territory or on private property;

Therefore,

It is moved by Denis Dubeau and unanimously resolved that the request is not granted and that the taxpayer at lot #3545988 be informed of this decision.

Carried

2024-12-238

ADJOURNMENT

It is moved by Rick Frost and unanimously resolved to adjourn the meeting at 8:15 p.m.

Carried

**Colleen Larivière
Mayor**

**Julie Bertrand
Director General and Clerk Treasurer**

