

## MUNICIPALITÉ DE LITCHFIELD

Minutes of the Regular Meeting of the Municipal Council held on July 7<sup>th</sup>, 2025 at 7:00 p.m. at the Municipal Office located at 1362 Route 148, Campbell's Bay, Qc.

Present: Mayor Larivière, Councillors Denis Dubeau, John Stitt, Emile Morin, Terry Racine, Rick Frost and Courtney Harris.  
Also in attendance: Director General, Julie Bertrand

Quorum was reached and Mayor Larivière chaired the meeting.

### Adoption of the agenda

2025-07-101 It was moved by Terry Racine and unanimously resolved to adopt the agenda for July 7<sup>th</sup>, 2025.  
Carried

\*Mayor Lariviere has declared a possible appearance of a conflict of interest regarding item 4-B and abstains from participating in deliberations or decisions.

### Adoption of Minutes

2025-07-102 It was moved by Emile Morin and unanimously resolved to adopt the minutes of the meeting held on June 2, 2025 and the Special Meeting of June 25, 2025.  
Carried

## URBANISM

### Municipal inspector

Director General Julie Bertrand reported to Council on behalf of Mr. Carle concerning permits, planning matters and certificates.

### Approval of subdivision plans for Denis Lariviere

2025-07-103 It is moved by Rick Frost and unanimously resolved to approve subdivision plans for Denis Lariviere, submitted by Christian Schnob from his minutes 5255, dated June 19, 2025, for lots 6693423,6693424,6693425,6693426 and 6693427 originating from lot #5450767.  
Carried

## ROADS AND EQUIPMENT

### Property Rental for sand/salt stockage

2025-07-104 Whereas the Municipality has allotted a portion of the Litchfield land for the construction of a new firehall;  
Whereas that portion of land has been used for sand/salt stockage;  
Whereas is it necessary to stock the sand/salt at an alternate location;  
Whereas the location must be in close proximity to the municipal garage;  
Therefore,  
It is moved by Denis Dubeau and unanimously resolved that the municipality rent a portion of land to stock the sand/salt from Les Entreprises Brian Stanton. It is also resolved that the cost for rental is \$1500 per year.  
Carried

**Purchase of portable toilet, posts and signs for the municipal dock location**

2025-07-105 It is moved by Courtney Harris and unanimously resolved authorize the purchase of portable toilet, posts and signs for the municipal dock area. This amount of \$12000 is authorized from the FRR-4 Grant funds and municipal funds from the budgetary item "docks" from the 2025 provisional budget.  
Carried

**FINANCE/ADMINISTRATION**

**Payment of accounts**

2025-07-106 Moved by Rick Frost and unanimously resolved to authorize the payment of invoices to be paid and to accept the payment of invoices paid prior to this meeting.

Carried

**Monthly invoices**

Invoices paid prior: \$

Invoices payable: \$201961.12

**Certificate of availability**

I, Julie Bertrand, Director General of the Municipality of Litchfield, certify that there are sufficient credits available to pay the approved invoices in the amount of \$201961.12 for the month of July 2025.

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

Julie Bertrand, Director General

Adopted

**Authorization for the 2025 election expenses**

2025-07-107 It is moved by Emile Morin and unanimously resolved to authorize the expenses for the 2025 Municipal Elections. This amount of 12,000 is authorized from the budgetary item "elections" from the 2025 provisional budget.

Carried

**OFFER OF PURCHASE -TRANSFER OF PROPERTY - NEW LOT 6 676 233**

2025-07-108 WHEREAS the Municipality of Campbell's Bay has made an offer to purchase in the amount of \$1 for the acquisition of a parcel of land identified as new lot number 6 676 233 of the cadastre of Quebec; WHEREAS this acquisition is required for the construction of a new joint fire station with the Municipality of Litchfield; WHEREAS it is necessary to accept the offer of purchase and to proceed with the transfer of said property and to sign the notarized deed to formalize the transfer;

THEREFORE,

It is proposed by Denis Dubeau and unanimously resolved:

THAT the Municipality of Litchfield authorize Mayor Lariviere and Director General/clerk-treasurer, Julie Bertrand to sign the Offer of Purchase and to proceed with the transfer of the new lot number 6 676 233 of the cadastral plan of Quebec, file number 116569 prepared by Hubert Carpentier;

THAT the Mayor, Colleen Larivière, and the Director General/clerk-treasurer, Julie Bertrand, be authorized to sign, in the name of the Municipality, any other document required to give full effect to the present resolution.

THAT a copy of this resolution be forwarded to the notary responsible for preparing the deed in order to proceed with the transaction.

Carried

- Service maintenance for the John Deere Grader**
- 2025-07-109 It is moved by Denis Dubeau and unanimously resolved to authorize the service on the John Deere Grader. It is also moved to transfer \$10,000 from the accumulated surplus to “vehicle repairs”. This service cost of \$8400+ taxes is authorized from the budgetary item “vehicle repairs” from the 2025 provisional budget.  
Carried
- Authentication of expense for the provision of Wood Chips for the municipal park**
- 2025-07-110 It is moved by Courtney Harris and unanimously resolved to authenticate the expense of \$1299+ taxes for the supply of wood chips (under the swings) at the municipal park. This expense is authorized from the budgetary item “park maintenance” from the 2025 provisional budget.  
Carried
- Staff Appreciation BBQ**
- 2025-07-111 It is moved by John Stitt and unanimously resolved that a Staff Appreciation BBQ be held on June 20, 2025.  
Carried
- SECURITY**
- 2025-07-112 **AUTHORIZATION OF EXPENSE – AMENDMENT NO. 1 (PRISME)**  
WHEREAS the Municipality of Campbell’s Bay is proceeding with the firehall construction project in partnership with the Municipality of Litchfield;  
WHEREAS the firm PRISME has submitted a request for amendment No. 1 in the amount of \$24,165 plus applicable taxes, for additional professional services related to the project;  
WHEREAS the contents and justification for amendment No. 1 have been reviewed and validated by the Fédération québécoise des municipalités (FQM);  
It is moved by Terry Racine and resolved:  
THAT the Municipality of Campbell’s Bay authorize the payment of amendment No. 1 in the amount of \$24,165 plus applicable taxes, as submitted by PRISME and reviewed by the FQM;  
THAT this expense be charged to the firehall project budget and considered an eligible cost under the applicable funding programs;  
Carried
- By-law Concerning the SPEED LIMIT ON HALEY ROAD**
- 2025-07-113 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 2025-259 were given at a regular meeting of council held on July 7, 2025 by councilor Courtney Harris;  
THEREFORE,  
It is moved by Courtney Harris and unanimously resolved to adopt Draft By-law 2025-259 and council decrees that;  
ARTICLE 1  
The present By-law 2025-259 will duly modify the speed limit on Haley Road Road;  
ARTICLE 2  
No one may conduct a vehicle at a speed to exceed 50 km/hour;  
ARTICLE 3  
The appropriate signage indicating the specified speed limit of 50km/hour will be installed by the municipality.

Continued..

**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 according to the law.

Carried

\*Mayor Larivière reads the correspondence.

**MISCELLANEOUS**

**Chamber of commerce membership renewal**

2025-07-114

It is moved Terry Racine and unanimously resolved to authorize the membership renewal for the Pontiac Chamber of Commerce. This expense authorized from the budgetary item "Municipal Association Fees" from the 2025 provisional budget.

Carried

**ADJOURNMENT**

2025-07-115

Moved by Rick Frost and unanimously resolved to adjourn the meeting at 8:05 p.m.

Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General and Clerk Treasurer

