

**MUNICIPALITY OF LITCHFIELD
PROVINCE OF QUEBEC
MRC PONTIAC**

Minutes of the Regular Meeting of the Municipal Council held on October 1, 2025, at 7:00 p.m. at the Municipal Office located at 1362 Route 148, Campbell's Bay (QC).

Present:

Mayor Colleen Larivière; Councillors John Stitt, Terry Racine, Denis Dubeau, Rick Frost, and Courtney Harris.

Also present:

Julie Bertrand, Director General and Clerk-Treasurer
Councillor Emile Morin motivated his absence.

With a quorum present, Mayor Larivière presides over the meeting.

Visitors:

Mr. Brian Carry is present regarding the grading of Fleury Road.

**The council informs him that the request will be taken into consideration.*

Adoption of the Agenda

2025-10-155

Proposed by Courtney Harris and unanimously resolved to adopt the agenda for the October 1, 2025, meeting.

Adopted.

**No declarations of conflict of interest were made by council members.*

Adoption of Minutes

2025-10-156

Proposed by Terry Racine and unanimously resolved to adopt the minutes of the meeting held on September 8, 2025.

Adopted.

URBAN PLANNING

Report from the Municipal Inspector

The Director General, Julie Bertrand, reports to the council on behalf of Mr. Carle regarding permits, urban planning files, and certificates.

Authorization of Municipal Inspector Travel Expenses

2025-10-157

Proposed by Denis Dubeau and unanimously resolved to approve the expenses for August and September. These expenses are charged to the budget item "inspector – travel and expenses" of the 2025 provisional budget.

Adopted.

PUBLIC WORKS AND EQUIPMENT

Repair of 2010 International Truck

2025-10-158

Proposed by Rick Frost and unanimously resolved to authorize Jim Morin to perform welding repairs on the 2010 International truck.

Adopted.

FINANCE / ADMINISTRATION

Payment of Accounts

2025-10-159

Proposed by Terry Racine and unanimously resolved to authorize the payment of invoices to be paid and to ratify the payment of invoices paid prior to this meeting.

Adopted.

Monthly Invoices

Invoices previously paid: \$0

Invoices to be paid: \$142,553.66

Certificate of Availability of Funds

I, the undersigned, Julie Bertrand, Director General of the Municipality of Litchfield, certify that sufficient funds are available to pay the approved invoices totaling \$142,553.66 for October 2025.

Signature: _____ Date: _____

Julie Bertrand, Director General

Adopted.

Purchase of Winter Sand

2025-10-160

Proposed by Denis Dubeau and unanimously resolved to authorize the purchase of 3,000 metric tons of winter sand from Les Entreprises Brian Stanton at a cost of \$3.01 per ton, plus taxes. This expense is charged to the “winter sand” budget item in the 2025 provisional budget.

Adopted.

Purchase of Winter Salt

2025-10-161

WHEREAS the municipality requested prices from two suppliers for the purchase of 110 metric tons of winter salt;

WHEREAS the following prices were received:

- Compass Minerals: \$137.84 / ton delivered, taxes extra
- Sel Warwick: \$139.00 / ton delivered, taxes extra

THEREFORE,

Proposed by John Stitt and unanimously resolved to authorize the purchase of 110 metric tons of winter salt from Compass Minerals at \$137.84 per ton. This expense is charged to the “winter salt” budget item in the 2025 provisional budget.

Adopted.

TECQ Program No. 2

2025-10-162

WHEREAS the municipality wishes to install 60 meters of guardrails on Crawford Road;

WHEREAS this type of work is eligible under the TECQ program;

WHEREAS the municipality has reviewed the Guide regarding the disbursement of the government contribution under the Quebec Water and Collective Infrastructure Transfer Program (TECQ) 2024-2028;

WHEREAS, to receive the government contribution confirmed by the Minister of Municipal Affairs and Housing, the municipality must comply with the guide’s conditions;

THEREFORE,

Proposed by Courtney Harris and unanimously resolved that:

- the municipality commits to comply with the applicable guide conditions;
- the municipality commits to be fully responsible and to hold harmless the governments of Canada and Quebec, their ministers, officials, employees, and agents, from any claims, losses, damages, or costs arising directly or indirectly from deliberate or negligent acts related to investments made with TECQ 2024-2028 funding;
- the municipality approves the content and authorizes submission of the attached work program and all required documents to the Ministry of Municipal Affairs and Housing;
- the municipality commits to provide an annual update of its work program between October 1 and February 15 inclusively;
- the municipality commits to carry out the required autonomous investments for the entire five-year program;
- the municipality commits to inform the ministry of any modifications to the approved program under this resolution.

Adopted.

Validation of Expenses – Emergency Repairs of 2010 International Snowplow Truck

2025-10-163

WHEREAS emergency repairs were required for the 2010 International snowplow truck;

THEREFORE,

Proposed by Denis Dubeau and unanimously resolved to ratify expenses of \$14,615.22 and \$491.55, charged to the “vehicle repairs” budget item in the 2025 provisional budget.

Adopted.

Call for Tenders – Clear Diesel Supply for 2026

2025-10-164

Proposed by Rick Frost and unanimously resolved to launch a call for tenders for the supply of clear diesel for 2026.

Adopted.

Validation of Donation – Pontiac Palliative Care Unit

2025-10-165

Proposed by Terry Racine and unanimously resolved to ratify the donation made to the Pontiac Palliative Care Unit on behalf of Ms. Dubeau.

Adopted.

Validation of Legal Fees

2025-10-166

Proposed by John Stitt and unanimously resolved to ratify legal fees related to an advisory opinion concerning the Annual Music Festival at 17 Wilson Road. This expense of \$1,388.80 is charged to the “legal fees” budget item in the 2025 provisional budget.

Adopted.

Concordance Resolution – Loan by Notes of \$190,900

2025-10-167

WHEREAS, in accordance with the loan bylaws below, the municipality wishes to borrow by notes a total amount of \$190,900 on October 23, 2025, distributed as follows:

Bylaw	Amount
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2018-237	\$182,400
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2018-237	\$8,500
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WHEREAS the loan bylaws must be amended accordingly;

Proposed by Courtney Harris and unanimously resolved THAT:

1. the notes be dated October 23, 2025;
2. interest be payable semi-annually on April 23 and October 23 of each year;
3. the notes be signed by the Mayor and Clerk-Treasurer;
4. the principal be repaid as follows:
 - 2026: \$35,300
 - 2027: \$36,700
 - 2028: \$38,100
 - 2029: \$39,700
 - 2030: \$41,100 (balance)

Adopted.

Validation – 2017 F-150 Truck Repairs

2025-10-168

Proposed by Terry Racine and unanimously resolved to ratify repairs of the 2017 F-150 truck at a cost of \$864.50, charged to the “vehicle repairs” budget item in the 2025 provisional budget.

Adopted.

Heavy Vehicle Inspections

2025-10-169

Proposed by Rick Frost and unanimously resolved to authorize mandatory inspections of the 1989 Ford tanker truck and the 2020 Western Star truck.

Adopted.

Transfer of Funds – 2024 Gravel Royalties

2025-10-170

Proposed by John Stitt and unanimously resolved to transfer \$31,838.05 from the 2024 Gravel Royalties Fund to the “gravel” budget item in the 2025 provisional budget.

Adopted.

Budget Transfer

2025-10-171

Resolved to authorize the transfer of funds from the “2025 gravel” budget item to the “vehicle repairs” budget item in the 2025 provisional budget.

Adopted.

Authorization of Emergency Expenses – Election Period

2025-10-172

Proposed by John Stitt and unanimously resolved to authorize the Director General to incur emergency expenses related to heavy vehicle repairs for safety reasons, up to \$10,000, charged to the “vehicle repairs” budget item in the 2025 provisional budget.

Adopted.

SAFETY

Validation – Purchase of Traffic Cones

2025-10-173

Proposed by Courtney Harris and unanimously resolved to ratify the purchase of traffic cones at a cost of \$124.16, charged to the “signage” budget item in the 2025 provisional budget.

Adopted.

Installation of Guardrails – Crawford Road

2025-10-174

Proposed by Courtney Harris and unanimously resolved to authorize the installation of guardrails on Crawford Road at a cost of \$15,820.00, plus taxes. This expense is funded from TECQ funds and public safety funds related to damage caused by heavy rains on July 11, 2025, in accordance with government decree.

Adopted.

**Mayor Larivière reads the correspondence.*

PARK / REST AREA

Winterizing Splashpad Equipment

2025-10-175

Proposed by Courtney Harris and unanimously resolved to authorize the winterizing of the water play equipment. This expense is charged to the “water play equipment” budget item in the 2025 provisional budget.

Adopted.

**Mayor Larivière reads the correspondence.*

Adjournment of the Meeting

2025-10-176

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

Adopted.

Colleen Larivière
Mayor

Julie Bertrand
Director General and Clerk-Treasurer

