

MUNICIPALITY OF LITCHFIELD

Province of Quebec

MRC Pontiac

Minutes of the Regular Meeting of the Municipal Council held on November 10th, 2025, at 7:00 p.m. at the Municipal Office located at 1362 Route 148, Campbell's Bay, QC.

Present:

Mayor Larivière; Councillors John Stitt, Emile Morin, Terry Racine, Rick Frost, and Travis Corriveau.

Courtney Harris motivated her absence.

Also present:

Julie Bertrand, Director General and Clerk-Treasurer

Quorum was reached, and Mayor Larivière chaired the meeting.

Adoption of the Agenda

2025-11-173

Moved by Terry Racine and unanimously resolved to adopt the agenda for November 10th, 2025.

Carried.

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

Adoption of Minutes

2025-11-174

Moved by Rick Frost and unanimously resolved to adopt the minutes of the meeting held on October 1st, 2025.

Carried.

URBANISM

Municipal Inspector Report

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

Approval of Subdivision Plans for Nova Scotia Company

2025-11-175

Moved by Emile Morin and unanimously resolved to approve the subdivision plans for Nova Scotia Company for new lots #6662566 and #6662567, replacing lot #6618877, submitted by Christian Schnob in his minutes 5124 dated November 21, 2024.

Carried.

ROADS AND EQUIPMENT

Ditching Repairs on Ridge Road

2025-11-176

Moved by Emile Morin and unanimously resolved to authorize the purchase of a sign for the west corner of the new ditching on Ridge Road. This expense of \$200 is charged to "road signs" in the 2025 provisional budget.

Carried.

FINANCE / ADMINISTRATION

Payment of Accounts

2025-11-177

Moved 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.

Carried.

Continued..

Monthly Invoices

Invoices paid previously: 0

Invoices to be paid: \$90,459.55

Carried.

Certificate of Availability of Funds

I, Julie Bertrand, Director General of the Municipality of Litchfield, certify that sufficient funds are available to pay the approved invoices in the amount of \$90,459.55 for November 2025.

Signed: _____ Date: _____

Julie Bertrand, Director General

2026–2027 Clear Fuel Tender

2025-11-178

WHEREAS the municipality issued a call for tenders for the 2026–2027 supply of clear fuel;

WHEREAS the following two bids were received:

- MacEwan Petroleum: -7.75 cents/litre markup & delivery
- Petro Pontiac: -4.00 cents/litre markup & delivery

THEREFORE,

Moved by Travis Corriveau and unanimously resolved to accept the bid from MacEwan Petroleum.

Carried.

Appointment of the Pro-Mayor

2025-11-179

WHEREAS the November 2, 2025, election resulted in new council members;

WHEREAS Mayor Larivière recommended that Emile Morin be appointed Pro-Mayor of the Municipality of Litchfield as of this day;

THEREFORE,

Moved by Terry Racine and unanimously resolved to appoint Emile Morin as Pro-Mayor.

Carried.

Hiring of a Part-Time Mechanic

2025-11-180

Moved by Terry Racine and unanimously resolved to hire Andrew Graveline as a temporary, part-time, on-call mechanic to repair heavy vehicles. The hourly rate will be \$35/hour.

Carried.

Federal Summer Jobs Grant Application

2025-11-181

WHEREAS the Municipality of Litchfield partners with the Municipality of Campbell's Bay and the Maison des Jeunes du Pontiac to provide a summer camp for 2026;

WHEREAS it is necessary to provide staff for this program;

THEREFORE,

Moved by Terry Racine and unanimously resolved to authorize the Director General, Julie Bertrand, to apply for two student employment positions under the Federal Summer Jobs program.

Carried.

PAVL-CE

File no: GUP68979 – 84040 (7) – 20250422-020

2025-11-182

WHEREAS the Municipality of Litchfield has reviewed the terms and conditions of the Specific Improvement Projects (PPA) section of the Local Roads Assistance Program (PAVL) and undertakes to comply with them;

WHEREAS the road network for which financial assistance was granted is under municipal jurisdiction and eligible for PAVL;
WHEREAS the work was completed during the calendar year authorized by the Minister;
WHEREAS the costs of the work are eligible;
WHEREAS form V-0321 has been duly completed;
WHEREAS the project report was submitted upon completion or no later than December 31, 2025;
WHEREAS payment is conditional on the Minister's acceptance of the report;
THEREFORE,
Moved by Terry Racine and unanimously resolved that the Council of the Municipality of Litchfield approves expenses of \$41,703 for improvement work and eligible costs listed on form V-0321, in accordance with Ministère des Transports du Québec requirements, and acknowledges that financial assistance will be canceled in case of non-compliance.
Carried.

Local Roads Assistance Program – Maintenance Component 2025–2026

File no: RLR39469

2025-11-183

Unanimously resolved to accept the PAVL-MAINTENANCE financial report as follows:

WHEREAS Transports Québec paid \$378 472 as compensation for local road maintenance in 2025;

WHEREAS the funds are intended for routine and preventive maintenance of Local Roads 1 and 2 and associated bridge components for which the Municipality is responsible;

WHEREAS Appendix A describes the work performed, and an external auditor will submit the accounting report in Appendix B or a signed special external audit report within the prescribed time frame;

THEREFORE,

Moved 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 and related bridge components, in accordance with the objectives of the Local Roads Maintenance Assistance Program.

Carried.

HUMAN RESOURCES

30 Years of Service – Recognition for Gerry Graveline

2025-11-185

Moved by Rick Frost and unanimously resolved to purchase a recognition plaque and a \$500 gift certificate for Gerry Graveline in honor of his 30 years of service. This expense is charged to the "Gestures and Donations" budget item in the 2025 provisional budget.

Carried.

MISCELLANEOUS

Purchase of a hot water heater

2025-11-186

Moved by Travis Corriveau and unanimously resolved to purchase a hot water tank for the municipal garage. This expense is charged to the "Garage Maintenance" budget item in the 2025 provisional budget.

Carried.

**Mayor Larivière read the correspondence.*

Adjournment

2025-11-187

**Moved by Rick Frost and unanimously resolved to adjourn the meeting
at 8:10 p.m.**

Carried.

**Colleen Larivière
Mayor**

**Julie Bertrand
Director General and Clerk-Treasurer**