

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the regular council meeting held on October 3, 2016 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Ken O’Leary, Emile Morin, Donald Graveline, Joe Belanger and Terry Racine.

Also present: Director general, Julie Bertrand

Visitors: Mario Guay- SADC, Scott Crawford, Brenda McGuire and Mr. Nick.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2016-10-178

### **Adoption of Agenda**

It is moved by Donald Graveline and unanimously resolved to adopt the agenda with for October 3rd, 2016 as presented.

Carried

2016-10-179

### **Adoption of Minutes**

It is moved by Emile Morin and unanimously resolved to adopt the minutes of September 6<sup>th</sup> and September 8th, 2016 as presented.

Carried

## **URBANISM**

### **Municipal Inspectors Report**

2016-10-180

It is moved by Denis Dubeau and unanimously resolved to accept the municipal inspectors report as presented and to authorize his expense for kilometers as requested.

Carried

## **ROADS**

### **Call for tenders – winter salt**

2016-10-181

WHEREAS the municipality sent 3 invitations to tender for the supply of 70 m.t. of winter salt for the 2016-2017 seasons;

WHEREAS the municipality received the following tenders and prices for the supply of 70 m.t. of winter salt for the 2016-2017 seasons:

- 1) Compass Minerals – 98.47 per m.t.
- 2) Sel Warwick – 113.00 per m.t.

Therefore,

It is moved by Denis Dubeau and unanimously resolved to accept the offer from Compass Minerals for the price of \$98.47/m.t. plus taxes.

This expense authorized from the budgetary item “winter salt” from the 2016 provisional budget.

Carried

**Call for tenders – winter sand**

**2016-10-182**

**WHEREAS the municipality sent 3 invitations to tender for the supply of 2000 m.t. of winter sand for the 2017 season;**

**WHEREAS the municipality received the following tenders and prices for the supply of 2000 m.t. of winter sand for the 2017 season;**

**1) Morin Sand and Gravel - \$2.74 / m.t. plus taxes.**

**2) Campbell's Bay Cement – \$1.75/m.t. plus taxes.**

**3) Brian Stanton Entreprises Ltd – \$2.12/m.t. plus taxes.**

**Therefore,**

**It is moved by Donny Graveline and unanimously resolved to accept the offer from Campbell's Bay Cement for the price of \$1.75/m.t. plus taxes.**

**This expense authorized from the budgetary item "winter sand" from the 2016 provisional budget.**

**Carried**

**Consulting fees – Laforest/148 exit project**

**2016-10-183**

**WHEREAS the municipality is preparing a study and grant application for funding to relocate the Laforest road and highway 148 exit;**

**WHEREAS consulting services are required to prepare the grant application, plans and specifications for the relocation of the exit;**

**WHEREAS the municipality received a price quote in the amount of \$20 365.00 plus taxes from the engineering firm WSP;**

**THEREFORE,**

**It is moved by Denis Dubeau unanimously resolved to accept the offer of service from WSP. This expense of \$20 365.00 plus taxes is authorized from the TECQ fund.**

**Carried**

**Endorsement of repairs to the 1998 International Truck**

**2016-10-184**

**It is moved by Emile Morin and unanimously resolved to endorse the repairs to the 1998 International Truck. This expense of \$3272.66 plus taxes is authorized from the budgetary item "equipment repair" from the 2016 provisional budget.**

**Carried**

**By-law 2016-018**

**2016-10-185**

**CODE OF ETHICS AND CONDUCT OF ELECTED MUNICIPAL OFFICIALS**

**WHEREAS, the municipality has adopted a Code of Ethics and ethics of elected officials according to law on ethics and ethics in municipal affairs (R.L.R.Q., c E-15.1.0.1)**

**WHEREAS, the Act to amend various legislative provisions concerning municipal affairs including political financing entered into force on 10 June 2016;**

**WHEREAS, this law amends the law on ethics and municipal matters and ethics requires that the municipality modifies its code of ethics and professional conduct;**

**WHEREAS, a notice of motion was given by Councillor Donald Graveline July 4, 2016 during a regular council meeting;**

**WHEREAS, the formalities prescribed in the Law on Municipal Ethics and in ethics have been met;**

**THEREFORE,**

**It is proposed by Donald Graveline and unanimously resolved to adopt the By-law 2016-018 on the code of ethics and conduct following:**

**ARTICLE 1 :**

**NO 2016-018**

Regulations concerning the Code of Ethics and Professional Conduct of municipal officers is amended by adding after section 5.3.7 the following article:

5.3.8 It is forbidden for any member of the council of the municipality to make the announcement at a political fundraising event, realization of a project, the conclusion of a contract or grant a grant by the municipality, unless a final decision on this project, contract or grant was made by the competent authority of the municipality. The council member that employs the staff must ensure that those employees comply with the prohibition in the first paragraph. In case of non-compliance with this prohibition by an employee, the board member is responsible for the purposes of imposing sanctions under 10 of this Code and section 31 of the Act ethics and conduct in municipal matters.

**ARTICLE 2: EFFECTIVE**

This Regulation shall enter into force according to Law.

Adopted

**2016-10-186**

**By-law 2016-019**

**CODE OF ETHICS AND CONDUCT OF MUNICIPAL EMPLOYEES**

WHEREAS the municipality has adopted a Code of Ethics and Professional Conduct for municipal employees in accordance with the law on ethics and ethics in municipal affairs (R.L.R.Q., c E-15.1.0.1)

WHEREAS the Act to amend various legislative provisions concerning municipal affairs including political financing entered into force on 10 June 2016

WHEREAS, this law amends the law on ethics and municipal matters and ethics requires that the municipality modifies its code of ethics and professional conduct;

WHEREAS, a notice of motion was given by Councilor Donald Graveline on July 4, 2016 at a regular council meeting.

Whereas the formalities prescribed in the Law on Municipal Ethics and in ethics have been met;

It proposed by Donald Graveline and unanimously resolved to adopt the By-Law 2016-019 on the code of ethics and conduct following:

**ARTICLE 1:**

**By-law 2016-019**

Concerning the Code of Ethics and Professional Conduct for municipal employees is amended by adding after section 5.3.5 the following article:

5.3.6 It is prohibited for any employee of the municipality to make the announcement at a political fundraising event, realization of a project, the conclusion of a contract or the granting of a grant by the municipality, unless a final decision on this project, contract or grant was made by the competent authority of the municipality. An official or a responsible employee of the executive staff must ensure that those employees comply with the prohibition in the first paragraph. In case of non-compliance with this prohibition by one of these, such officer or employee is accountable for the imposition of penalties provided for 10 of the Code and section 31 of the Act ethics and conduct in municipal matters. "

**ARTICLE 2: EFFECTIVE**

This By-Law shall enter into force according to Law.

Adopted

**FINANCE**

**Payment of invoices**

**2016-10-187**

It is moved by Terry Racine 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 prior to meeting: \$39 330.66

Invoices to be paid: \$ 54 002.21

Total amount of invoices: \$93 332.87

**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 totalling, \$ 93 332.87 for the month of October 2016.

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

Julie Bertrand, Director General

**Purchase of eaves troughs for the new office building**

**2016-10-188**

Whereas the municipality requested 2 price quotes for the installation of eaves troughs for the new building;

Whereas the following 2 prices quotes were received;

1) Weathertec - \$2725.00 plus taxes

2) Eric Lemens - \$1640.00 plus taxes

THEREFORE,

It is moved by Emile Morin and unanimously resolved to approve the price from Eric Lemens for the installation of eaves troughs on the new building. This expense of \$1640.00 plus taxes is authorized from the "new building expenses".

Carried

**Motion to reimburse taxpayer matricule # 0178-94-4284**

**2016-10-189**

WHEREAS the municipality has requested a re-evaluation of property #0178-94-4284 for overcharge of evaluation by the MRC;

WHEREAS the MRC has not performed the requested re-evaluation;

WHEREAS the taxpayer will not receive the appropriate credit due to her because of the non re-evaluation;

WHEREAS the taxpayer has requested the re-evaluation numerous times;

THEREFORE,

It is moved by Ken O'Leary and unanimously resolved to reimburse the taxpayer for the overcharge of evaluation on her property matricule # 0178-94-4284 in the amount of \$572.46. This authorized from the " tax revenues" account.

Carried

**Transfer of budgetary funds**

2016-10-190

It is moved by Denis Dubeau and unanimously resolved to transfer \$2250.00 from the “garage maintenance” account and \$500.00 from “training” to the “brushing account” from the 2016 provisional budget. It is also resolved to authorize the hiring of a chipper and men to perform work on municipal roads. The expense of \$2400.00 plus taxes is authorized from the budgetary item “brushing” from the 2016 provisional budget.

Carried

**Release of legal hypothecs registered under numbers 20 702 749 and 21 367 993 land registry division of Pontiac.**

2016-10-191

WHEREAS a cheque was received on September 15<sup>th</sup> for the amount of 21 356.99\$;

WHEREAS as of September 15<sup>th</sup> 2016, there exists no arrears of municipal or property taxes concerning the immovable number # 9255-15-0769 of the municipality of Litchfield;

WHEREAS a release was signed by Mayor Colleen Larivière on September 15<sup>th</sup> 2016;

THEREFORE

It is moved by Emile Morin and unanimously resolved to ratify the signature of release carried out by Mayor Colleen Larivière on September 15, 2016, enabling the deregistration of the above mentioned legal hypothecs.

Adopted

**TECQ - submission of expenses for new building construction**

2016-10-192

It is moved by Denis Dubeau and unanimously resolved to submit the expenses for the new building to the TECQ for reimbursement in March 2017.

Carried

**Invitation to tender –2017 diesel fuel supply**

2016-10-193

It is moved by Donald Graveline and unanimously resolved to request 3 offers to tender for the municipal supply of diesel fuel for 2017.

Carried

**SECURITY**

**BY-LAW 2016-017**

2016-10-194

**By-law modifying the SPEED LIMIT ON LAFOREST ROAD**

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 of the project by-law 2016-017 was given at a regular meeting of council held on August 8, 2016 by councilor Emile Morin;

THEREFORE,

It is moved by Emile Morin and unanimously resolved to adopt By-law 2016-017 and council decrees that;

**ARTICLE 1**

The present By-law 2016-017 will duly modify the speed limit on Laforest road.

**ARTICLE 2**

No one may conduct a vehicle at a speed:

A) not to exceed 30 km/hour on Laforest road starting from the entrance at route 148 to the junction of Bank road;

**ARTICLE 3**

The appropriate signage indicating the specified speed limit of 30km/hour will be installed by the municipality;

**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 90 days following its adoption and after the publishing of an official notice by the Ministry of Transport in the official Quebec Gazette.

Carried

**Fire Cover Safety Plan**

2016-10-195

WHEREAS the regional council, in its resolution C.M. 2016-02-07, mandated the public security and emergency preparedness coordinator (coordinator) of the Pontiac MRC to prepare a revised fire safety cover plan (revised plan);

WHEREAS revised plan was prepared and presented to the fire safety committee (CSI);

WHEREAS the CSI recommended that the Regional council approve the revised plan as presented;

WHEREAS the Regional council, in its resolution C.M. 2016-08-05, accepted the revised plan as presented and that the council mandated the coordinator to make a presentation to the municipalities for adoption of the implementation plan;

WHEREAS the implementation plan was presented to the members of council;

THEREFORE,

It is proposed by Donald Graveline and unanimously resolved to adopt the implementation plan.

Carried

**2016-10-196**      **CLR service contract for 911 dispatch services**  
WHEREAS the municipalities must provide 9-1-1 emergency services to their citizens;  
WHEREAS the CLR group (CLR) currently offers the service to the municipality;  
WHEREAS the contract with CLR ends on December 31<sup>st</sup>, 2017;  
WHEREAS the municipality must give 90 days' notice to CLD before renewing the contract;  
WHEREAS the municipality fire dispatch is currently provided by the MRC des-Collines-de-l'Outaouais;  
WHEREAS the municipality pays for the 9-1-1 emergency centre with the 9-1-1 tax and pays a supplement to the MRC des Collines-de-l'Outaouais;  
WHEREAS the MRC des Collines-de-l'Outaouais is offering to provide the 9-1-1 emergency centre and fire dispatch services to the municipality for the cost of the 9-1-1 tax;  
WHEREAS the intention of the municipality is to renew the services of a 9-1-1 emergency center with the MRC des Collines-de-l'Outaouais for reasons of cost and local services.  
THEREFORE,  
It is moved by Joe Belanger and unanimously resolved not to renew on its due date the agreement with CLR group for the services of a 9-1-1 emergency center.  
Carried

**2016-10-197**      **Industrial Park**  
**Fire protection prevention services expert**  
It is moved by Terry Racine and unanimously resolved to hire an expert in fire prevention to perform a complete inspection of the industrial park and to prepare an intervention safety plan for the fire services. This expense of \$740.00 is authorized from the budgetary item "fire protection" from the 2017 provisional budget.  
Carried

**2016-10-198**      **MISCELLANEOUS**  
**Servitude lot # 3685510**  
It is propose by Donald Graveline and unanimously resolved to grant servitude for lot # 3685510 to taxpayer role # 9465 37 5452. The taxpayer has agreed to accepted full responsibility for the costs related to the preparation of all documents and related services performed by the municipality's legal firm, Deveau Avocats.  
It is also resolved that the municipality will not be responsible for the supply of water or its quality, nor is the municipality responsible for the maintenance of the pump or pump house located on lot#3685510.  
Carried

**2016-10-199**      **Shared training costs**  
It is moved by and unanimously resolved to request in writing that the Municipality of Calumet Island commit to paying 50% of Mr Carle's training expenses.  
Carried

October 2016

**CORRESPONDENCE**

It is noted that the correspondence was read and discussed with the members of council.

**Motion to adjourn**

2016-10-200

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 9:20pm.

Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General