

MUNICIPALITY OF LITCHFIELD

Minutes of the regular council meeting held on September 6, 2016 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Emile Morin, Donald Graveline and Terry Racine.

Also present: Director general, Julie Bertrand

Councillors Ken O'Leary and Joe Belanger motivated their absences.

Visitors: Brenda McGuire and Mr Nick, Danny O'Brian, Sandra Demerse, Michael McGuire, Colleen Simard, Denis Morin and René Barrette.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2016-09-152

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda with for September 6 , 2016 as presented.

Carried

2016-09-153

Adoption of Minutes

It is moved by Donald Graveline and unanimously resolved to adopt the minutes of August 8th, 2016 as presented.

Carried

URBANISM

Municipal Inspectors Report

2016-09-154

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

Subdivision approval for lot #3545723

2016-09-155

It is moved by and unanimously resolved to approve the subdivision plans for lot # 3545723 – Terrance Graham submitted by Michel Fortin from his minutes #27413 dated August 8, 2016.

Carried

ROADS

2016-09-157

It is moved by Emile Morin and unanimously resolved to call for tender by invitation to 3 suppliers for the provision of 2000 m.t. of winter sand and 70 m.t. of winter salt.

Carried

FINANCE

Payment of invoices

2016-09-158

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: \$ 181 861.60

Invoices to be paid: \$ 43 942.49

Total amount of invoices: \$225 804.09

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, \$225 804.49 for the month of September 2016.

Signed: _____

Date: _____

Julie Bertrand, Director General

Request to support the Campbell's Bay/Litchfield Fire Department golf tournament

2016-09-159

It is moved by Donny Graveline and unanimously resolved to sponsor a hole and enter a team in the Campbell's Bay/Litchfield fire department golf tournament on September 12, 2016. The expense of \$175.00 authorized from the budgetary item "good will gestures and donations" from the 2016 provisional budget.

Carried

TECQ Programming for repairs and improvements to the municipal garage

2016-09-160

Attendu que,

La municipalité a pris connaissance du Guide relatif aux modalités de versement de la contribution gouvernementale dans le cadre du programme de la taxe sur l'essence et de la contribution du Québec (TECQ) pour les années 2014 à 2018;

La municipalité doit respecter les modalités de ce guide qui s'appliquent à elle pour recevoir la contribution gouvernementale qui lui a été confirmée dans une lettre du ministre des Affaires municipales et de l'Occupation du territoire;

En conséquence,

Il est proposé par Donald Graveline et résolu à l'unanimité que :

La municipalité s'engage à respecter les modalités du guide qui s'appliquent à elle;

- la municipalité s'engage à être seule responsable et à dégager le Canada et le Québec de même que leurs ministres, hauts fonctionnaires, employés et mandataires de toute responsabilité quant aux réclamations, exigences, pertes, dommages et coûts de toutes sortes ayant comme fondement une blessure infligée à une personne, le décès de celle-ci, des dommages causés à des biens ou la perte de biens attribuable à un acte délibéré ou négligent découlant directement ou indirectement des investissements réalisés au moyen de l'aide financière obtenue dans le cadre du programme de la TECQ 2014-2018;
- la municipalité approuve le contenu et autorise l'envoi au ministère des Affaires municipales et de l'Occupation du territoire de la programmation de travaux jointe à la présente et de tous les autres documents exigés par le Ministère en vue de recevoir la contribution gouvernementale qui lui a été confirmée dans une lettre du ministre des Affaires municipales et de l'Occupation du territoire
- la municipalité s'engage à réaliser le seuil minimal d'immobilisations en infrastructures municipales fixé à 28 \$ par habitant par année, soit un total de 140 \$ par habitant pour l'ensemble des cinq années du programme;
- la municipalité s'engage à informer le ministère des Affaires municipales et de l'Occupation du territoire de toute modification qui sera apportée à la programmation de travaux approuvée par la présente résolution.

« La municipalité atteste par la présente résolution que la programmation de travaux ci-jointe comporte des coûts réalisés véridiques et reflète les prévisions de dépenses des travaux admissibles jusqu'au 31 mars prochain. »

Carried

2016-09-161 **Repairs to the Halte – Huts and counter top in washrooms**
It is moved by Denis Dubeau and unanimously resolved to approve the following repairs to the municipal Halte:
1)replace counter tops and sinks in the washrooms.
2) repair the roofs and painting of 3 picnic shelters .
3) replace 6 picnic tables with brown pressure treated wood.
This expense of approximately \$5800 plus taxes is authorized from the budgetary item “halte repairs and maintenance” from the 2016 provisional budget.
Carried

2016-09-162 **Public Tender – supply of New Tanker truck with pump**
WHEREAS the tender 01-2016 was published in the electronic tendering (SEAO) July 20, 2016;
WHEREAS the opening of the tender was held August 9, 2016;
WHEREAS the following tender was received:
Battleshield Industries Ltd \$ 380,546.64 including taxes
Therefore,
It is moved by Councillor Emile Morin and unanimously resolved to purchase the 2015 Kenworth tanker Wetside, 2500 imperial gallons with a pump of 3,000 lpm in accordance with specifications, from the Battleshield Industries Ltd for the price of \$ 380,546.64 taxes included.
It is also resolved to authorized Mayor, William Stewart and Madam Director-General, Sarah Bertrand of the Municipality of Campbells Bay (administrator of the joint CBL fire department) to sign all documents related to the contract and financing.
Carried
It is noted that all is subject to the credit commitment of the authority from the Minister of Municipal Affairs, Regions and Land Occupancy.

2016-09-163 **Project By-law 2016-018**
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;
It is proposed by Donald Graveline and unanimously resolved to adopt the first draft 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

2016-09-164

Project 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 first draft 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 modified 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

Tender 2016-07-122-Champion grader
2016-09-165 Whereas the municipality requested a call for tender for the sale of the 1994 Champion grader;
Whereas the municipality received 2 offers to purchase by tender;
Whereas the offers to purchase are as follows:
1) Brian Stanton Co.Ltd for the price of \$18 300.00 plus taxes
2) Morin Sand and Gravel for the price of \$21 800.00 plus taxes
Whereas the municipality reserves the right to decline any and all offers;
Therefore,
It is moved by Denis Dubeau and unanimously resolved that, the municipality will not accept any of the offers to purchase for tender # 2016-07-122, for the sale of the 1994 Champion grader.
Carried

Tender 2016-04-62 – 1998 International truck and equipment
2016-09-166 Whereas the municipality request a call for tender for the sale of the 1998 International truck and equipment;
Whereas the municipality received 3 offers to purchase by tender;
Whereas the offers to purchase are as follows;
1) Barry Stitt for the price of \$8 250.00 plus taxes.
2) Brian Stanton Co. Ltd for the price of \$9 200.00 plus taxes.
3) Morin Sand and Gravel for the price of \$9 875.00 plus taxes.
Whereas the municipality reserves the right to decline and all offers;
Therefore,
It is moved by Denis Dubeau and unanimously resolved that the municipality will not accept any of the offers to purchase for tender #2016-04-62 for the sale of the 1998 International truck and equipment.
Carried

Purchase of 8 tires for the 2017 International plow truck
72016-09-167 It is moved by Donald Graveline and unanimously resolved to purchase 8 tires for the 2017 International plow truck. This expense of \$2496.00 plus taxes is authorized from the budgetary item “equipment repair and maintenance” from the 2016 provisional budget.
Carried

Endorsement of line marking expense for parking lot
2016-09-168 It is move by Denis Dubeau and unanimously resolved to endorse the expense of line marking for the parking lot. This expense of \$600.00 plus taxes if authorized from the “new building project” .
Carried

Loader rental for work in the municipal yard
2016-09-169 It is moved by Emile Morin and unanimously resolved to rent a loader to perform work in the municipal yard. The expense of \$72/hour is authorized from the budgetary item “equipment rental” from the 2016 provisional budget.
Carried

MISCELLANEOUS

2016-09-170 **Pontiac Quad Club-request for reduction of speed limit on 301North**
It is moved by Denis Dubeau and unanimously resolved, at the request of the Pontiac Quad Club to send a written request to the Minister of Transport Quebec requesting that the reduction of the speed limit on route 301 North, going up the hill, to 70km/hour at the junction of rte 148 and to allow the club to make this part of their trail system.
Carried

2016-09-171 **Municipal lots #3685 570 and #3685 510**
Whereas taxpayers Sandra Demerse, Danny O'Brien, Brenda McGuire , Mr Nick, Michael McGuire and Colleen Simard are present in regards to the possible sale of municipal lots #3685 570 and #3685 510; Whereas the municipality of Litchfield is the rightful owner of said lots; Whereas Brenda McGuire is concerned about access to her pumphouse which is located on lot#3685570; Whereas Michael McGuire has offered to purchase the lot #3685 570; Whereas Sandra Demerse is concerned regarding access to her property via lot #3685 570;
Therefore,
It is moved by Donald Graveline and unanimously resolved that the council will obtain information in regards to these lots and property accesses and that after examination of the information, the municipality will contact the above taxpayers in regards to a decision.
Carried
It is noted that Mayor Larivière assured the taxpayers that the municipality would not sell property or access to one taxpayer that would result in negative results for others.

It is noted that Mr Denis Morin was present in regards to the call for tenders #2016-04-62 and #2016-07-122.

2016-09-172 **Jovalco- request for support**
It is moved by Donald Graveline and unanimously resolved to support the launch of the opening of the Jovalco mill site in Litchfield.
Carried

SECURITY

PROJECT BY-LAW 2016-017

201-09-173

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 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.

Adopted

CORRESPONDENCE

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

Motion to adjourn

2016-09-174

It is moved by Donald Graveline and unanimously resolved to adjourn the meeting at 10:15 pm.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General