

MUNICIPALITY OF LITCHFIELD

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

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

Also present: Director general, Julie Bertrand and Municipal inspector Robert Carle.

Quorum is met and Mayor Colleen Larivière presides the meeting.

2016-06-92

Adoption of Agenda

It is moved by Emile Morin and unanimously resolved to adopt the agenda with additions for June 6, 2016 as presented.

Carried

2016-06-93

Adoption of Minutes

It is moved by Donald Graveline and unanimously resolved to adopt the minutes of May 2, 2016 as presented.

Carried

URBANISM

2016-06-94

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

2016-06-95

In support for the application for authorization to the Agricultural Land Protection Commission of Québec on lot 3,546,034 of the Québec cadastre.

WHEREAS the Decree adopted by the Québec government establishing the permanent agricultural zone of the Municipality of Litchfield;

WHEREAS the limit of the permanent agricultural zone, as established by the above-mentioned Decree, has the effect of including lot 3,546,034 of the Québec cadastre, in the Municipality of Litchfield, inside of that agricultural zone;

WHEREAS the construction project of a residence, including the construction of a well and septic systems, accompanied by an agricultural project of the owners of the lot;

WHEREAS according to the facts and evidence brought to the knowledge of the Municipality of Litchfield, the property could benefit from an acquired right of a residential nature with regard to *An Act Respecting the Preservation of Agricultural Land and Agricultural Activities*;

WHEREAS there is no suitable space available elsewhere in the territory of the municipality and outside of the agricultural zone to satisfy this very special request;

WHEREAS it is necessary to obtain from the Quebec Agricultural Land Protection Commission an authorization of use for a purpose other than agriculture, for the construction of a residence on part of lot 3,546,034 Québec cadastre;

WHEREAS the criteria of Section 62 of the Act were analyzed by the agronomist and forester counsel Denis Y. Charlebois and considered in the drafting of this resolution;

THEREFORE,

IT IS PROPOSED BY DONALD GRAVELINE AND UNANIMOUSLY RESOLVED:

1. THAT the Municipality of Litchfield support said request for permission to use for a purpose other than agriculture for the construction of a residence on part of lot 3,546,034 of the Québec cadastre;
2. THAT the Municipality of Litchfield mandate the firm Deveau Lawyers for the preparation of the application for authorization and to represent the Municipality for this purpose before the Agricultural Land Protection Commission of Quebec, if required.

Carried

Sign request for chemin Laforet and Rte 148 entrance.

2016-06-96 It is moved by Joe Belanger and unanimously resolved that the Director General contact the MTQ to request the installation of “school bus stop” signs and speed reduction signs at the Laforet and Rte 148 entrance. The municipality received a request from taxpayer at #77 chemin Laforet.

Carried

Sign request for chemin Hayes

2016-06-97 It is moved by Emile Morin and unanimously resolved to install “children at play” signs at #89 chemin Hayes. The municipality received a request from taxpayer at that address.

Carried

ROADS

PAARRM Grant 2016

2016-06-98 It is moved by Denis Dubeau and unanimously resolved to include repairs of the following roads: Bank, Haley, Lac lawless, Brown, Pilon Stitt and Hayes in the application for the 2016 PAARRM grant.

Carried

FINANCE

Payment of invoices

2016-06-99 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: \$237 247.89

Invoices to be paid: \$76 165.98

Total amount of invoices: \$313 413.87

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, \$ 313 413.87 for the month of June 2016.

Signed: _____ Date: _____

Julie Bertrand, Director General

- 2016-06-100** **Endorsement email resolution for office furniture purchase**
It is moved by Terry Racine and unanimously resolved to endorse the email resolution to purchase office furniture (delivery and installation included). This expense of approx \$13685.35 plus taxes is authorized from the budgetary item "New building" from the 2016 provisional budget.
Carried
- 2016-06-101** **Endorsement of email resolution for wiring for phones and internet**
It is moved by Donny Graveline and unanimously resolved to endorse the email resolution to authorize the expense for wiring the phones and internet for the new building. This expense of \$2319.96 +taxes is authorized from the PIQM grant account "incidentals".
Carried
- 2016-06-102** **Endorsement of email resolution for Telephone Equipment and System installation**
It is moved by Joe Belanger and unanimously resolved to endorse the email resolution to authorize the purchase and installation of a new telephone system and equipment from Telebec. The installation expense of \$1149.00 is authorized from the budgetary item "New Building" from the 2016 provisional budget. The equipment and system expense of \$4957.05 will be paid by monthly lease payments. It is also resolved to authorize director general, Julie Bertrand to sign the lease agreement.
Carried
- 2016-06-103** **Additional office equipment and chairs**
It is moved by Denis Dubeau and unanimously resolved to authorize the additional purchase of office equipment and 8 chairs for the meeting room. This expense of approx. \$2600.00 + taxes is authorized from the budgetary item "New Building" from the 2016 provisional budget.
Carried
- 2016-06-104** **Financial aid agreement- PIQM 5.1 with the MAMOT**
It is moved by Terry Racine and unanimously resolved to authorize Mayor Colleen Larivière to sign the official PIQM 5.1 financial aid agreement with the MAMOT.
Carried
- 2016-06-105** **Transports Québec Resolution – Local Road Maintenance Assistance Program – Accountability 2015(PAERRL)**
It is unanimously resolved to accept the PAERRL financial report as follows:
WHEREAS Transports Quebec has paid \$195, 551 as compensation for local road maintenance for the year 2015;
WHEREAS the funds distributed to the Municipality are for the current and preventive maintenance of local roads 1 and 2 as well as for components of the bridges located on these roads for which the Municipality is responsible;

WHEREAS this present resolution is accompanied by Appendix A describing the work done by the Municipality on the above mentioned roads;

WHEREAS an outside auditor shall submit within the prescribed deadlines for submitting the accounting report in Appendix B or a duly executed special external audit report.

IT IS THEREFORE moved by Emile Morin and unanimously resolved that the municipality of Litchfield inform Transports Québec regarding compensation for the current and preventive maintenance of local roads 1 and 2, as well as for components of bridges located on these roads, for which the Municipality is responsible, in accordance with the objectives of the Local Road Maintenance Assistance Program.

Carried

Chamber of Commerce Business Achievement Awards

2016-06-106

It is moved by Joe Belanger and unanimously resolved to nominate the Veteran Gas Bar for the Chamber of Commerce Business Achievement Awards in the category of “ Business Beautification Award”. This expense of \$150.00 is authorized from the budgetary item “Good will gestures and donations” from the 2016 provisional budget.

Carried

Authorization of extended sick leave for councillor Ken O’Leary

2016-06-107

It is moved by Donald Graveline and unanimously resolved to authorize the extended sick leave for Councillor Ken O’Leary. The extended sick leave to take effect as of June 2, 2016 to July 2, 2016.

Carried

SECURITY

2016-06-108

AGREEMENT FOR THE PROVISION OF SERVICES FOR MUTUAL ASSISTANCE IN FIRE SAFETY – Fire Safety Service of the Municipalities of Bryson, Ile du Grand Calumet and Portage-du-Fort

WHEREAS a meeting of the 5 mayors of the Municipalities of Campbell’s Bay, Litchfield, Bryson, Ile du Grand Calumet and Portage du Fort was held on January 27 2016 to discuss the preparation of scenarios in order to correct the conformity issues regarding the Fire Cover Action Plan;

WHEREAS the Municipalities of Campbell’s Bay adopted resolution # 022-02-16 authorizing the preparation of scenarios as well all other four municipalities;

WHEREAS according to article 4 of the inter-municipal agreement for mutual assistance in Fire Safety, each municipality shall transmit to the other municipality a copy of documents issued by recognized companies which certify that their vehicles, air breathing apparatus and air cylinders meet the performance standards and safety regulations in conformity with the fire safety cover plan of the Pontiac MRC;

WHEREAS according to article 7 of the inter-municipal agreement for mutual assistance in Fire Safety, each municipality shall transmit to the other municipality the list of their qualified firefighters. For the qualified firefighters, this list will indicate the date of qualification and

the level of qualification (Firefighter 1, pumper operator, elevation vehicle operator, and urban officer training). For the firefighters with a grandfather clause, this list will indicate the date of entry into the service and the level of qualification for the firefighter in 1998 (firefighter, pumper operator, elevation vehicle operator, officer); WHEREAS the municipality of Bryson is administrator for the Fire Safety Service of the municipalities of Bryson, Ile Du Grand Calumet and Portage du Fort;

WHEREAS an email was sent to the municipality of Bryson on February 3 2016 and February 11 2016 asking them provide the conformity documents;

WHEREAS of May 24 2016, the conformity documents have not yet been received;

WHEREAS the Municipality of Campbell's Bay adopted resolution # 110-05-16 to cancel the preparation of scenarios with the Municipalities of Bryson, Ile du Grand Calumet et Portage du Fort;

WHEREAS both Councils of the municipalities of Campbell's Bay and Litchfield met on May 24 2016 and mutually agreed that the Municipality of Bryson have till December 31 2016 to provide the conformity documents regarding the Fire safety Service of the municipalities of Bryson, Ile du Grand Calumet and Portage du Fort;

THEREFORE, IT IS MOTIONED BY COUNCILLOR Donny Graveline and unanimously resolved that in order to reconsider pursuing the preparation of scenarios, the Municipality of Bryson be notified by letter to provide the conformity documents as stipulated in articles 4 and 7 of the inter-municipal agreement for mutual assistance in Fire Safety in regards to the fire safety service of the municipalities of Bryson, Ile du Grand Calumet and Portage du Fort by no later than December 31 2016.

IT IS NOTED THAT a copy of the letter be sent to the municipalities of Ile du Grand Calumet and Portage du Fort.

Carried

2016-06-109

Beaver Dam-Nature Conservatory of Canada

Whereas the Municipality of Litchfield has concerns regarding the level of water in ponds on the property of lots #3545570, #3685583 and # 3685584;

Whereas the level of water is/was equal to level of the municipal road;

Whereas the high level of water at the road is eroding and affecting the municipal road bed;

Whereas continued high water levels is and will affect the integrity of the road bed;

Therefore

It is moved by Denis Dubeau and unanimously resolved to mandate Deveau Avocats to prepare a letter to the Nature Conservatory of Canada asking them to control the level of water resulting from the water retention caused by a beaver dam on their property.

Carried

Holding Tank – Otter Lake

2016-06-110

Whereas the Fire Cover Safety Plan requires that the municipality have 4 dry hydrants on the municipal territory;
Whereas the municipality of Otter Lake has installed a holding tank as a dry hydrant option which is accessible and acceptable as the 4th hydrant required by the Fire Cover Safety Plan;
Therefore;
It is moved by Denis Dubeau and unanimously resolved to buy into the holding tank located on chemin Lac Leslie road that belongs to the municipality of Otter Lake. This expense of \$9 449.83 will be included in the 2017 provisional budget and paid in January of 2017.
Carried

Request for contribution to magazine purchases for the Campbells Bay library

2016-06-111

It is moved by Denis Dubeau and unanimously resolved to authorize the contribution to the magazine purchase for the Campbell's Bay library. This expense of \$260.00 +taxes is authorized from the budgetary item "Library expense" from the 2016 provisional budget.
Carried

Cleaning expense for the new office

2016-06-112

It is moved by Joe Belanger and unanimously resolved to increase the cleaning fee for the new office to \$325/month for the remainder of 2016. This expense is authorized from the budgetary item " office cleaning – new office" from the 2016 provisional budget. An agreement will be written to detail work to be performed and signed by the contractor.
Carried

Maintenance Software

2016-06-113

It is moved by Denis Dubeau and unanimously resolved to provide a software company with information about municipal roads and equipment. This information will be used to compile a data base for the presentation of a maintenance software program for the municipality. It is also noted that the company will coordinate details with the director general.
Carried

Quad club trail

2016-06-114

It is moved by Emile Morin and unanimously resolved to send a letter to the Quad Club requesting that they change the trail access point on chemin Sand Hill. It is agreed to ask the club to communicate with Emile Morin in regards to the change.
Carried

HALTE

Painting of rest room interiors

2016-06-115

It is moved by Terry Racine and unanimously resolved to authorize the painting of the halte restroom interiors. This expense of \$650+taxes is authorized from the budgetary item "halte maintenance" from the 2016 provisional budget.

Carried

HUMAN RESOURCES

Municipal Inspector performance evaluation

2016-06-116

It is moved by Denis Dubeau and unanimously resolved that, upon the performance evaluation provided by the director general, the municipality hire Mr Robert Carle permanently and that his hours be increased to 16 hours per week.

Carried

Correspondence

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

Motion to adjourn

2016-06-117

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

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General