

**MUNICIPALITY OF LITCHFIELD
PROVINCE OF QUEBEC**

Minutes of the regular council meeting held on January 9th, 2019 at 7 p.m. at the municipal office located at 1362 rte 148 Campbell's Bay, QC.

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

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Colleen Larivière presides the meeting.

2019-01-01

Adoption of Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda with additions for January 9th, 2019.

Carried

2019-01-02

Adoption of Minutes

It is moved by Emile Morin and unanimously resolved to adopt the minutes of December 10th and December 20th, 2018.

Carried

URBANSIM

Municipal Inspectors Report

2019-01-03

It is moved by Emile Morin and unanimously resolved to approve the municipal inspector's monthly report and to authorize payment for kilometres submitted.

Carried

FINANCE

Payment of accounts

201-01-04

It is moved by Denis Dubeau 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: \$20403.48

Invoices to be paid: \$ 25667.32

Total amount of invoices: \$46 070.06

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 \$ 46 070.06 for the month of January 2019.

Signed: _____

Date: _____

Julie Bertrand, Director General

January 2019

Garage Ventilation Tender

2019-01-05 Whereas the municipality put out a call for tender to 4 suppliers for the installation of a ventilation system for the municipal garage;
Whereas the municipality received one tender in conformity;
Climatisation Maniwaki : \$57,860.00 plus taxes
Whereas the tender submitted has been examined and approved by the engineer who prepared the plans;
Therefore,
It is moved by Denis Dubeau and unanimously resolved to accept the tender from Climatization Maniwaki in the amount of \$57,860.00 plus taxes. This expense is authorized from funds for the the TEQC 2014-2018 and 2019-2023 transfers.
Carried

FQM Annual membership fee

2019-01-06 It is moved by Joe Belanger and unanimously resolved to authorize the FQM membership fee of \$1091.096. This expense is authorized from the budgetary item "municipal association fees" from the 2019 provisional budget.
Carried

Combeq annual membership fee

2019-01-07 It is moved by Joe Belanger and unanimously resolved to authorize the Combeq membership fee of \$431.16. This expense is authorized from the budgetary item "Urbanism- association fees" from the 2019 provisional budget.
Carried

Red Cross annual donation

2019-01-08 It is moved by Emile Morin and unanimously resolved to authorize a donation of \$160 to the Red Cross. This expense is authorized from the budgetary item "charitable donations" from the 2019 provisional budget.
Carried

Tourisme Outaouais annual membership fee

2019-01-09 It is moved by Donald Graveline and unanimously resolved to authorize payment of the annual Tourisme Outaouais fee of \$339.18. This expense is authorized from the budgetary item "association fees" from the 2019 provisional budget.
Carried

Centre des Loisirs des Draveurs donation

2019-01-10 It is moved by Terry Racine and unanimously resolved to authorize a donation of \$114.98 to the centre des Loisirs des Draveurs. This expense is authorized from the budgetary item "charitable donations" from the 2019 provisional budget.
Carried

January 2019

2019-01-11 CRSBP- annual library fee
It is moved by John Stitt and unanimously resolved to authorize the CRSBP library fee of \$2361.15. This expense is authorized from the budgetary item “ Biblio fees” from the 2019 provisional budget.
Carried

2019-01-12 2019 Tax Rate Project By-law 2019-240
To determine the tax rate and interest rate on arrears for the 2019 fiscal year.
Whereas the content of article 252 of the Act respecting municipal taxation;
Whereas a notice of motion was given by Emile Morin at a session of council held on November 5th,2018 to the effect that the present by-law would be presented for adoption;
Therefore, it is moved by Donald Graveline and unanimously resolved and ruled by the municipal council of the Municipality of Litchfield to adopt the project by-law 2019-240 as follows:
SECTION 1 GENERAL TAX RATE 2019
ARTICLE 1-1
That the general mill rate of .70\$ for 100\$ value stated in the evaluation role , be implemented for the 2019 fiscal year on all taxable immovable situated in the municipality of Litchfield.
SECTION 2 INTEREST RATE ON TAX ARREARS 2019
ARTICLE 2-1
From the time that the taxes are in arrears, the unpaid balances will incur interest at the annual rate of 5%.
To determine the rate for garbage disposal for the 2019 fiscal year
SECTION 3 GARBAGE DISPOSAL RATE 2019
ARTICLE 3-1
The rate for garbage disposal will be a flat rate of 100\$/unit, to include all residences, cottages, camps and/or all domiciles situated within the territory of the Municipality of Litchfield.
SECTION 4 COMING IN TO EFFECT
This By-Law will come into force in conformity with the law.
Carried
*It is noted that the members of council received a copy of the project By-law 2019-240 therefore the reading of the by-law was dispensed of.

January 2019

2019-01-13

Remuneration for members of council Project By-law 2019-239

Concerning a modification to amend By-Law number 2000-001 to determine the remuneration of the members of Council of the Municipality of Litchfield.

WHEREAS that in conformity with the act on remuneration of Elected officials (L.R.Q., chapter T-11,001) the Municipality may, by by-law, establish the remuneration of its members;

WHEREAS it is appropriate to revise the salaries of the elected officials;

WHEREAS Councillor Emile Morin gave Notice of Motion at the regular meeting held on November 5th, 2018;

THEREFORE,

It is moved by Emile Morin resolved to adopt By-law

2019-239 and Council orders and statues by the present By-Law as follows:

TO WIT:

BY-LAW 2019-239 is modified as follows:

ARTICLE 1: Remuneration and revision

In conformity with the law on the remuneration of elected municipal officials, the municipality will remunerate each member of council an amount as set out in the present by-law. The total amount of the remuneration paid to each will include a base amount and an amount for allowable expenses, according to article 19 of the Law on the treatment of elected municipal officials, which is determined to be 50% of the base amount.

The total annual remuneration of a member of council is established at \$4963.40.

The total annual remuneration of the pro-mayor is established at \$6501.30.

The total annual remuneration of the mayor is established at \$14890.98.

ARTICLE 2: Effective date

By-Law 2019-239 is effective as of January 1, 2019;

ARTICLE 3: Indexation and revision

The revision and indexation of remuneration will be done, according to the by-law, for each financial year starting on January 1st.

The indexation of the remuneration will be based on the percentage corresponding to the increase rate (yearly variation) according to Statistics Canada for the Ottawa-Gatineau area.

The indexation and the percentage of variation from the previous year for the Ottawa-Gatineau area will be for the period from January 1st to December 31st.

ARTICLE 4: Payment

The remuneration will be paid in accordance to the pay schedule of the municipality

ARTICLE 5:

This By-Law will come into force in conformity with the Law.

Carried

*It is noted that the members of council received a copy of the project by-law 2019-239 therefore the reading of the by-law was dispensed of.

January 2019

SECURITY

Generator Purchase

2019-01-14

Whereas the municipality has received funding from 911 to aid in the preparation of a civil security plan and to purchase equipment;

Whereas a backup generator is required for the command center;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to authorize the purchase and installation of a 20kw generator. This expense of \$12450.00 plus taxes is authorized from the 911 grant funds.

Carried

Telematik Alert system software purchase

2019-01-15

Whereas the municipality has received funding from 911 to aid in the preparation of a civil security plan and to purchase equipment;

Whereas the Telematik software will be a tool to alert the taxpayers of the municipality in the event of an emergency;

Therefore,

It is moved by Joe Belanger and unanimously resolved to purchase the Telematik software. This expense of \$1850.00 plus taxes is authorized from the 911 grant funds.

Carried

HUMAN RESOURCES

Student grant application

2019-01-16

It is moved by Terry Racine and unanimously resolve to authorized Director General , Julie Bertrand, to apply for a student grant on behalf of the municipality. It is also resolved that Director General, Julie Bertrand, is authorized to sign all require documents

Carried

Employee Salaries

2019-01-17

Whereas the municipal council has budgeted wage increases for the employees and has allocated the funds in the 2019 Provisional Budget;

Therefore ,

It is moved by Denis Dubeau and unanimously resolved that the salary increases are approved according to the salary schedule approved by council.

Carried

Municipality of Litchfield 2019 Policy for Physiological Harrassment

2019-01-18

Whereas the municipal has been urged by the FQM to adopt a policy for Physiological Harrassment;

Whereas the council has read the policy as proposed by the FQM and presented by Director General, Julie Bertrand;

Therefore,

It is moved by John Stitt and unanimously resolved to adopt the 2019 Policy for Physiological Harrassment as presented.

Carried

*It is noted that the members of council received a copy of the said policy therefore the reading of the policy was dispensed of.

January 2019

***It is noted that council is in agreement to have repairs made to the 1998 International plow truck's radiator and exhaust. Director General, Julie Bertrand is to advise the leadhand.**

2019-01-19

Motion to adjourn

It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 730 p.m.

Carried

**Colleen Larivière
Mayor**

**Julie Bertrand
Director General**