

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the regular council meeting held on December 7<sup>th</sup> 2020 at 7 p.m. at the municipal office located at 1362 Rte. 148 Campbell's Bay, QC.

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

Councillor Donald Graveline motivated his absence.

Also, present: Director General, Julie Bertrand

Quorum is met and Mayor Colleen Larivière presides the meeting.

### **Adoption of Agenda**

2020-12-174 It is moved by Joe Belanger and unanimously resolved to adopt the agenda, with additions, for December 7<sup>th</sup>, 2020.

Carried

### **Adoption of Minutes**

2020-12-175 It is moved by Terry Racine and unanimously resolved to adopt the minutes of November 2, 2020 meeting.

Carried

## **URBANSIM**

### **Approval of the municipal inspector's report**

2020-12-176 It is moved by Denis Dubeau and unanimously resolve to approve the municipal inspector's report and the related travel expenses.

Carried

### **Approval of subdivision plans for Land Return Inc.**

2020-12-177 It is moved by Terry Racine and unanimously resolved to approve the subdivision plans submitted by Hubert Carpentier from his minutes #14366 dated November 23, 2020 on behalf of Land Return Inc for lots: 6408702, 6408701, 6408700, 6411102, 6411260, 6408698, 6408699, 6408697 and 6408696.

Carried

## **ROADS AND EQUIPMENT**

\*A report of road works to date is made.

## **FINANCE**

### **Payment of accounts**

2020-12-178 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:

Invoices to be paid: \$61690.03

continued...

**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 \$61 690.03 for the month of December 2020.

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

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

Julie Bertrand, Director General

**Tender for the supply of propane**

2020-12-179

Whereas, after verification of non conformity of the first 2 tenders received, the municipality put out a second call for tender for the supply of the propane;

Whereas the municipality has received the following tenders;

Superior Propane .5691 /litre tax included

MacEwan Petroleum .5334 /litre tax included

Whereas the conformity of the tenders is confirmed;

Therefore,

It is moved by Terry Racine and unanimously resolved to accept the tender received from MacEwan Petroleum at .5334 /litre delivered and taxes included and requirements within the tender documents.

Carried

**Resolution to send accounts in tax arrears to the MRC 2021 Land Sale**

2020-12-180

It is moved by Denis Dubeau and unanimously resolved to send accounts in tax arrears to the MRC 2021 Land Sale.

Carried

**Recycling contract for the year 2021**

2020-12-181

Whereas the municipality has received a quote for \$299/m.t. plus taxes from McGrimmon Cartage;

Whereas the cost projected from Évolu-Tic/Relance is \$442 + per m.t.;

Therefore,

It is moved by Terry Racine and unanimously resolved that the municipality obtain the services from McGrimmon Cartage for the recycling contract for the year 2021 at the cost of \$299/ m.t. plus taxes.

It is also authorized that the Director General sign the contract agreement.

Carried

\*It is noted that the members of council completed the Declaration of pecuniary interests for the year 2020.

\*It is also noted that members of council are required to declare, to the treasurer, the receipt of donation or gifts. No declarations are made.

**2021 Public Budget Meeting**

2020-12-182

It is moved by Joe Belanger and unanimously resolved that the public budget meeting will be held on December 17, 2020 at 3 p.m. A notice will be posted according to the law.

Carried

December 2020

2020-12-183

**ATTENDU QUE la Municipalité de Litchfield a pris connaissance des modalités d'application du volet Projets particuliers d'amélioration (PPA) du Programme d'aide à la voirie locale (PAVL) et s'engage à les respecter;**

**ATTENDU QUE le réseau routier pour lequel une demande d'aide financière a été octroyée est de compétence municipale et est admissible au PAVL;**

**ATTENDU QUE les travaux ont été réalisés dans l'année civile au cours de laquelle le ministre les a autorisés;**

**ATTENDU QUE les travaux réalisés ou les frais inhérents sont admissibles au PAVL;**

**ATTENDU QUE le formulaire de reddition de comptes V-0321 a été dûment rempli;**

**ATTENDU QUE la transmission de la reddition de comptes des projets a été effectuée à la fin de la réalisation des travaux ou au plus tard le 31 décembre 2020 de l'année civile au cours de laquelle le ministre les a autorisés;**

**ATTENDU QUE le versement est conditionnel à l'acceptation, par le ministre, de la reddition de comptes relative au projet;**

**ATTENDU QUE, si la reddition de comptes est jugée conforme, le ministre fait un versement aux municipalités en fonction de la liste des travaux qu'il a approuvés,**

**Sans toutefois excéder le montant maximal de l'aide tel qu'il apparaît à la lettre d'annonce;**

**ATTENDU QUE les autres sources de financement des travaux ont été déclarées;**

**EN CONSÉQUENCE,**

**Il est proposé par Joe Belanger et résolu à l'unanimité que :**

**le conseil de la Municipalité de Litchfield approuve les dépenses d'un montant de 44 661\$ relatives aux travaux d'amélioration réalisés et aux frais inhérents admissibles mentionnés au formulaire V-0321, conformément aux exigences du ministère des Transports du Québec, et reconnaît qu'en cas de non-respect de celles-ci, l'aide financière sera résiliée.**

**Adopté**

**MISCELLANEOUS**

**Holiday Hours –Office**

2020-12-184

**It is moved by Denis Dubeau and unanimously resolved that the municipal office will be closed from December 22 to Jan 4<sup>th</sup> inclusively.**

**Carried**

**\*It is noted that the office will be closed to the public on the 17,18 and 19<sup>th</sup> of December, however the administration will be working remotely.**

December 2020

**Holiday Hours-Transfer site**

**2020-12-185** It is moved by Denis Dubeau and unanimously resolved that the transfer site hours will maintain the normal schedule as the holidays do not affect the opening hours of the transfer site this year.  
Carried

**Gift to staff in lieu of Christmas staff party due to Covid-19**

**2020-12-186** It is moved by Emile Morin and unanimously resolved to give the staff a gift in lieu of the Christmas Staff party. This expense of \$800 in total is authorized from the budgetary item “Christmas Party” from the 2020 provisional budget.  
Carried

**2021 Monthly Meetings of Council**

**2020-12-187** It is moved by Emile Morin and unanimously resolved that the schedule for the 2021 monthly meetings of council be adopted as follows:

MONTH	DATE	DAY	TIME
JANUARY	11	MONDAY	7:00 P.M.
FEBRUARY	8	MONDAY	7:00 P.M.
MARCH	1	MONDAY	7:00 P.M.
APRIL	12	MONDAY	7:00 P.M.
MAY	3	MONDAY	7:00 P.M.
JUNE	7	MONDAY	7:00 P.M.
JULY	12	MONDAY	7:00 P.M.
AUGUST	9	MONDAY	7:00 P.M.
SEPTEMBER	13	MONDAY	7:00 P.M.
OCTOBER	4	MONDAY	7:00 P.M.
NOVEMBER	15	MONDAY	7:00 P.M.
DECEMBER	6	MONDAY	7:00 P.M.

Carried

**ADOPTION OF THE ANNUAL REPORT FOR YEAR 3 – REVISED FIRE SAFETY COVER PLAN**

**2020-12-188** WHEREAS the revised fire safety cover plan came into effect on May 1<sup>st</sup> 2017;  
WHEREAS year 3 of the revised fire safety cover plan ended on April 30<sup>th</sup> 2020;  
WHEREAS article 35 of the Fire safety act states that an activity report for the previous year must be prepared, adopted by resolution and sent to the minister each year.  
Therefore,  
It is moved by Joe Belanger and resolved to adopt the annual report for year 3 of the revised fire safety cover plan and to transmit this report to the minister.  
Carried

**ADJOURNMENT**

**2020-12-189** It is moved by Joe Belanger and unanimously resolved to adjourn the meeting at 7:39 p.m.  
Carried

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**Colleen Larivière**  
Mayor

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**Julie Bertrand**  
Director General