

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on April 4th, 2022 at 7:00 p.m. held at the Municipal office located at 1362 route 148, Campbell's Bay, Qc.

Present: Pro-Mayor Denis Dubeau, councilors Terry Racine, John Stitt, Rick Frost and Courtney Harris

Mayor Lariviere and councilor Emile Morin motivated their absences.

Also present: Director General, Julie Bertrand

Quorum is met and Pro-mayor Denis Dubeau presides the meeting.

Adoption of Agenda

2022-04-265 It is moved by Rick Frost and unanimously resolved to adopt the agenda, with additions, for April 4th, 2022.
Carried

Adoption of Minutes

2022-04-266 It is moved by Terry Racine and unanimously resolved to adopt the meeting minutes from March 7th, 2022.
Carried

URBANISM

Municipal Inspector's Reports

2022-04-267 It is moved by Terry Racine and unanimously resolved to approve the Municipal Inspector's Report and the related expenses.
Carried

ROADS/EQUIPMENT

Purchase of civic number signs

2022-04-268 It is moved by John Stitt and unanimously resolved to authorize the purchase of civic number signs. This expense of approximately \$400 + taxes is authorized from the budgetary item "signs" from the 2022 provisional budget.
Carried

2022 03/4 gravel tender

2022-04-269 It is moved by John Stitt and unanimously resolved to put out a call for tender to 3 local suppliers for the 2022 supply of 5000+ m.t. of 0-3/4 gravel.
Carried

Repair to garage outside front light

2022-04-270 It is moved by Rick Frost to authorize the repair to the outside front light of the garage and to authenticate the repair of the conference room thermostat.
Carried

Purchase of 84 carbide teeth for the graders
2022-04-271 It is moved by Terry Racine and unanimously resolved to authorize the purchase of 84 carbide teeth for the graders. This expense of 1721.16 + taxes is authorized from the budgetary item "vehicle maintenance" from the 2022 provisional budget.
Carried

*It is noted that the annual roads inspection is schedule for April 21, 2002 at 9a.m.

SQ road priorities
2022-04-272 It is moved by Courtney Harris and unanimously resolved to send to the SQ the 2022 Priorities. Priority 1-Halte, Priority 2-Hayes Road.
Carried

Repair to the 2017 plow truck and the backhoe.
2022-04-273 It is moved by John Stitt and unanimously resolved to authenticate the expense of \$960.00 + taxes for the replacement brake chambers of the 2017 plow truck and \$102.70 + taxes for the replacement of the radio in the backhoe.
Carried

FINANCE

Payment of accounts
2022-04-274 It is moved by Courtney Harris 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: \$0

Invoices to be paid: \$ 73708.74

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 totaling \$73708.74 for the month of April 2022.

Signed: _____ Date: _____

Julie Bertrand, Director General

Purchase of Birthday plaque for Mrs. Eileen Morin's 95th.
2022-04-275 It is moved by Rick Frost and unanimously resolved to order a birthday plaque to honor the 95th birthday for Mrs. Eileen Morin.
Carried

HUMAN RESOURCES

Authorization for the preparation of the Health and Workplace prevention plan by Medial Service SST
2022-04-276 It is moved by Courtney Harris and unanimously resolve to accept the offer of service to prepare the Health and Workplace Prevention Plan from Medial Service-SST. This expense of \$3500 plus travel is authorized from the accumulated surplus.
Carried

MEMBERSHIP IN THE GROUP INSURANCE PROGRAM OF THE FÉDÉRATION QUÉBÉCOISE DES MUNICIPALITÉS AND IN A GROUP INSURANCE CONTRACT

2022-04-277

WHEREAS the Fédération québécoise des municipalités (hereinafter the "FQM") has established a group insurance program governed by one of its regulations (the "Program");

WHEREAS, to this end, the FQM has issued a call for tenders bearing the number FQM-2021-002 dated July 5, 2021;

CONSIDERING THAT, following this call for tenders, the FQM has become a group insurance contract holder with Desjardins Financial Security Life Assurance Company (hereinafter referred to as the "Contract");

WHEREAS the FQM has mandated its subsidiary FQM Assurances Inc. as a group insurance broker to oversee the application of the Contract and to advise municipalities, their officials and employees and members of municipal councils on all matters where a broker's licence is required under the *Act respecting the distribution of financial products and services*, c. D-9.2

CONSIDERING that, pursuant to the *Municipal Code of Quebec* and the *Cities and Towns Act*, a municipality, an RCM or a municipal body may subscribe to a group insurance contract for the benefit of its officers, employees and members of its council, the contract holder being the FQM;

WHEREAS, the Contract became effective on January 1^{er} 2022;

CONSIDERING THAT the Contract is automatically renewable every year;

THEREFORE,

IT IS MOVED BY Courtney Harris and unanimously resolved:

THAT the Municipality of Litchfield subscribe for the benefit of its employees to the Program and be governed by the Contract dated June 1 2022;

THAT the Municipality of Litchfield pay the premiums for the year of coverage as well as all premiums and premium adjustments for each subsequent year of insurance;

THAT the Municipality OF LITCHFIELD respects the terms and conditions of the Program and the Contract;

THAT the Municipality of Litchfield maintain its participation in the Program by subscribing, without additional formality, to any group insurance contract concluded by the FQM to follow a call for tenders in replacement of the Contract and by respecting its terms and conditions;

THAT the Municipality maintain the insurance coverages provided for in the Contract or in any contract replacing it, and this, until the Municipality terminates, in accordance with the By-law, its participation by sending to the FQM a written notice of at least one (1) year mentioning its intention to no longer participate in the Program;

THAT the Municipality of Litchfield gives the power to its Director General to perform any act and to transmit any document resulting from the Municipality's adherence to the Contract or to any contract replacing it;

THAT the Municipality of Litchfield authorizes FQM Assurances Inc. and any actuarial consulting firm designated by the latter, to have access to its group insurance file with the insurer in compliance with the rules governing the protection of personal information;

THAT the Municipality of Litchfield grants FQM Assurance Inc. and any actuarial consulting firm designated by the latter, the mandate to act as consultants and exclusive brokers in group insurance and that they be the only persons appointed and authorized to represent the Municipality with the designated insurer with respect to the application of the group insurance plan;

THAT this resolution in no way limits the right of the FQM to revoke its appointed agents and substitute another;

THAT this resolution is immediate and revokes any other resolution previously granted on the same subject matter as this resolution, without further notice.

Carried

***Notice of motion is given by John Stitt that at this meeting of council a Project by-law 2022-248 – Code of Ethics and Professional Conduct for Municipal Employees will be presented.**

2022-04-278

BY-LAW NUMBER 2022-248 ENACTING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR EMPLOYEES OF THE MUNICIPALITY OF LITCHFIELD

WHEREAS the Municipal Ethics and Professional Conduct Act (MEPA), assented to on December 2, 2010, created the obligation for all local municipalities to adopt a code of ethics and professional conduct that sets out the main ethical values of the municipality and the rules that must guide the conduct of employees

WHEREAS the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions, commonly referred to as "PL 49" and assented to on November 5, 2021, requires the addition of a rule relating to the receipt of a gift or benefit by an employee

WHEREAS, pursuant to Section 18 of the MMDA, any decision regarding the adoption of the Code of Ethics and Professional Conduct shall be made by by-law;

WHEREAS, notice of motion was given by John Stitt at a council meeting held on April 4, 2022;

WHEREAS the adoption was preceded by the presentation and tabling of a draft by-law dated APRIL 4, 2022, as well as a consultation with employees on the draft by-law held on April 13th 2022;

WHEREAS, pursuant to Section 12 of the said Act, a public notice containing a summary of the proposed by-law was published on April 5, 2022;

WHEREAS Council deems it expedient, essential and in the public interest to comply with the requirements of the Act by amending the Code of Ethics and Professional Conduct for the employees of the Municipality;

THEREFORE, it was moved by John Still and unanimously resolved by a majority of the Councillors present that the following by-law be adopted:

Article 1 Preamble

The preamble of the present by-law is an integral part of it.

Article 2 Purpose

The purpose of the present by-law is to replace the Code of ethics and professional conduct for the employees of the Municipality, in particular, to add a clarification concerning gifts and benefits received by a municipal employee.

Article 3 Code of Ethics and Professional Conduct for Employees

The Code of ethics and professional conduct for the employees of the Municipality of (insert the name of the municipality), attached as Annex A, is adopted.

Article 4 Acknowledgement of the Code of Ethics and Professional Conduct

A copy of the Code of Ethics and Professional Conduct is given to each employee of the Municipality. The employee must certify to the Director General, on the form provided for this purpose, that he/she has received a copy and has read it within ten (10) days following its receipt. The completed certification shall be placed in the employee's file.

The mayor shall receive a copy of the certificate from the Director General and Clerk-Treasurer.

Article 5 Replacement

This by-law replaces by-law number 2018-238 enacting a code of ethics and professional conduct for municipal employees, adopted on October 1, 2018.

Any mention or reference to a code of ethics and professional conduct for municipal employees, whether in a by-law, resolution, policy, contract, etc., is deemed to refer to this by-law.

Article 6 Coming into force

This by-law shall come into force in accordance with the law.

*It is noted that all members of council received a copy of the by-law therefore dispensing the reading of the Project by-law 2022-248

Municipal half ton truck

2022-04-279

It is moved by Courtney Harris and resolved that the municipal half ton will be left at the garage, after hours, for the summer schedule.
Carried

SECURITY

Purchase of signs for "Flashing Green Lights"

2022-04-279

It is moved by John Stitt and unanimously resolved to order 4 small signs for the "flashing green light". These signs to be installed at the territorial limits of the Municipality on the MTQ roads by the MTQ. This expense of \$200+ taxes is authorized from the budgetary item "signs" from the 2022 provisional budget.
Carried

TRANSFER SITE

2022-04-280

It is moved by Rick Frost and unanimously resolved to authorize the purchase of signs for the transfer site items. This expense authorized from the budgetary item "signs" from the 2022 provisional budget.
Carried

CORRESPONDANCE

*It is noted that the municipality has received 2 thank you notes; 1 from taxpayer Bruce Greene thanking the mayor and members of council for their hard work and fiscal restraint in spending taxpayers hard earned tax dollars and 1 from Stephen Lepine thanking council for the good work and tax rate and the maintenance of the roads.

Correspondence regarding the Chalk River Dump was discussed.

MISCELLANEOUS

Proclamation of Mental Health Week

2022-04-281

Considering that National Mental Health Week takes place from May 2 to 8, 2022;
Considering that the Canadian Mental Health Association - Quebec Division, a member of the network that has initiated the event for 71 years, invites this year to become aware of the importance of empathy;
Considering that we all have a mental health that needs to be taken care of and that it has been tested in many ways during the pandemic;
Whereas mental health promotion campaigns aim to improve the mental health of the population of Quebec;
Considering that municipalities contribute to the well-being of the population by putting in place environments that are favourable to neighbourhood life
Considering that mental health is a collective responsibility and that it must be shared by all actors in society
Considering that it is of general interest that all municipalities in Quebec support the National Mental Health Week;
Consequently,
It is proposed by John Stitt and unanimously resolved that the municipality of LITCHFIELD proclaim the week of May 2 to 8, 2022 as Mental Health Week and invite all citizens, businesses and institutions to #TalkTrue and to share the National Mental Health Week campaign toolkit, whose theme is empathy. Together, let's help transform our municipality into an environment that supports the mental health of our citizens.
Carried

Declaration of pecuniary interests

*It is noted that at the meeting of council held on November 15th,2021 the following council members declared their pecuniary interests:

Mayor Lariviere, Denis Dubeau, Terry Racine, Rick Frost, John Stitt and Emile Morin

It is noted that at the meeting of council held on January 10,2022 Courtney Harris declared her pecuniary interests.

It is also noted the Director General, Julie Bertrand, has submitted the validation to the MAMH.

Code of Ethics and Deontology training for elected officials

*It is also noted that all members of council have fulfilled their obligation to attend the training for the Code of Ethics and Deontology for elected officials as required by law.

*It is noted that Director General, Julie Bertrand, reported different topics discussed at the MRC DG meeting held on March 24th, 2022, to members of council.

ADJOURNMENT

2022-04-282

It is moved by Courtney Harris and unanimously resolved to adjourn the meeting at 7:35 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General