

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the Regular Council Meeting on August 8<sup>th</sup>, 2022 at 7:00 p.m. held at the Municipal office located at 1362 route 148, Campbell's Bay, Qc.

Present: Mayor Lariviere, councilors Terry Racine, John Stitt, Rick Frost, Denis Dubeau, Emile Morin and Courtney Harris,

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

### **Adoption of Agenda**

2022-08-318 It is moved by Denis Dubeau and unanimously resolved to adopt the agenda, with additions, for August 8<sup>th</sup>, 2022.  
Carried

### **Adoption of Minutes**

2022-08-319 It is moved by John Stitt and unanimously resolved to adopt the meeting minutes from July 5<sup>th</sup>, 2022.  
Carried

## **URBANISM**

### **Approval of subdivision plans for Oleg Kamaev**

2022-08-320 It is moved by Courtney Harris and unanimously resolved to approve the subdivision plans submitted by Hubert Carpentier, surveyor, from his minutes #16535, dated June 28<sup>th</sup>, 2022 for lots #6528000 and #6528001 originating from lot # 5006843 on behalf of Oleg Kamaev.  
Carried

### **Request to the CPTAQ**

2022-08-321 Whereas the municipality of Litchfield is planning to build a truck shelter and a municipal fire hall;  
Whereas the part of the municipal property, lot 3535 300 is zoned agriculture;  
Whereas the property is not viable for agriculture usage;  
Whereas the property is located on the territory of Campbell's Bay;  
Therefore,  
It is moved by Denis Dubeau and unanimously resolved to request that the Municipality of Campbell's Bay approve a request to the CPTAQ for permission to allow usage other than agriculture for the lot number 3545300.  
Carried

## **ROADS/EQUIPMENT**

### **Authentication of purchase of 2000m.t. of 03/4 gravel**

2022-08-322 It is moved by Emile Morin and unanimously resolved to authenticate the purchase of 2000 m.t. of 03/4 gravel.  
This expense of \$10,040 +tax is authorized from the PAVL-PPA-CE 2022 grant funds.  
Carried

**Authorization of culvert purchase for Stitt Road**

2022-08-323

It is moved by Emile Morin and unanimously resolved to authorize the purchase of a culvert for the Stitt Road. This expense of \$6099.42 is approved from the budgetary item "culverts" from the 2022 provisional budget.

Carried

**Authorization for the rental of a shovel and pump for the Stitt Road culvert replacement**

2022-08-324

It is moved by Emile Morin and unanimously resolved to authorize the rental of a shovel (10 hours) and a gas pump (1 day) required for the culvert replacement. This expense authorized from the budgetary item "equipment rental" from the 2022 provisional budget.

Carried

**FINANCE**

**Payment of accounts**

2022-08-325

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: \$8488.08

Invoices to be paid: \$ 70218.52

**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 \$ 78 706.60 for the month of August 2022.

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

Julie Bertrand, Director General

**Transfer of budgetary funds**

2022-08-326

It is moved by John Stitt and unanimously resolved to transfer \$6000 from Gravel Duties to Culverts in the 2022 provisional budget.

Carried

**Donation of \$200 for water testing to the Leslie Lake Committee**

2022-08-327

Whereas Mr. Ron Dubeau attended a meeting to request that the municipality of Litchfield donate \$200 towards the cost of having the water in Leslie Lake tested;

Whereas a group of property owners have the water tested every year;

Whereas such testing monitors the quality of the water and environmental effects;

Therefore,

It is moved by John Stitt and unanimously resolved to donate \$200 towards the annual water testing as requested by Mr. Dubeau. This expense authorized from the budgetary item "goodwill gestures and donations" from the 2022 provisional budget.

Carried

**2022-08-328**

**HUMAN RESOURCES**  
**Municipal ½ ton truck**  
Whereas the municipal foreman/leadhand is on-call 24/7;  
Whereas the position of foreman/leadhand requires the surveillance of roads year-round;  
Whereas the position of foreman/leadhand requires collections of parts and supplies;  
Whereas the Human Resources committee recommends that the foreman/leadhand have the municipal ½ ton at his disposal 24/7;  
Therefore,  
It is moved by Courtney Harris that the foreman/leadhand have 24/7 access to the half ton truck and that he takes the truck home each day and that he follows protocol set forth by council while using the municipal half ton truck.  
Carried upon majority vote  
3-yes  
1 abstention by Denis Dubeau due to apparent conflict of interest  
1-No Emile Morin  
1-No name withheld by request

**2022-08-329**

**HALTE**  
**Replacement of Septic system**  
It is moved by Terry Racine and unanimously resolved to authorize the purchase of a septic tank and supplies required to install the system according to plans prepared by Danny St Jean. This expense of \$ 3000 is authorized from the budgetary item "Rest stop - maintenance" from the 2022 provisional budget. It is also resolved that, Kim Lesage; engineer will supervise the installation of the system.  
Carried

**2022-08-330**

**TECQ programming for the Repair and improvement of the washrooms at the municipal park and rest stop.**  
Whereas the municipality wishes to repair and improve the washrooms at the municipal park/rest top;  
Whereas the related expenses are admissible on the TECQ program;  
Therefore,  
It is moved by Denis Dubeau and unanimously resolved that the Director General submit a programming #3 for the repairs and improvements of the washrooms;  
The estimate for the repairs is \$50,000;  
Whereas:  
The municipality has taken cognizance of the Guide to the terms and conditions for the payment of the government contribution under the Gas Tax and Quebec Contribution Program (TECQ) for the years 2019 to 2023;  
The municipality must respect the terms and conditions of this guide that apply to it in order to receive the government contribution that has been confirmed in a letter from the Minister of Municipal Affairs and Housing.  
Be it resolved that:  
The municipality undertakes to respect the terms and conditions of the guide that apply to it;  
The Municipality agrees to be solely responsible for and to hold harmless the Government of Canada and the Government of Quebec as well as their ministers, senior officials, employees and agents from and against any and all claims, demands, losses,

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damages and costs of any kind based on injury to or death of any person, damage to or loss of property due to any deliberate or negligent act arising directly or indirectly from investments made with financial assistance obtained under the TECQ 2019-2023 program;

The municipality approves the content and authorizes the sending to the Ministry of Municipal Affairs and Housing of the attached Work Program No. 3 and all other documents required by the Ministry in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

The Municipality agrees to meet the minimum capital investment threshold for all five years of the program;

The municipality undertakes to inform the Ministry of Municipal Affairs and Housing of any changes that will be made to the work program approved by this resolution.

Carried

#### PRABAM GRANT

##### Use of funds for the repair on the garage roof and floor drainage.

2022-08-331

It is moved by Denis Dubeau and unanimously resolved to use the PRABAM funds for the replacement of the garage roof and the installation of a drain system. Director General, Julie Bertrand will obtain cost estimates and present them at the next meeting of council.

Carried

#### SECURITY

##### Flashing Green Lights signs-locations of installation on MTQ property

2022-08-332

Whereas the Municipality of Litchfield has agreed to participate in the Flashing Green Lights campaign;

Whereas certain firefighters have obtained their certification on using the flashing green lights on personal vehicles;

Whereas it is necessary to install signage on the territory indicating the use of flashing green lights on personal vehicles of firefighters;

Whereas the Municipality of Litchfield has agreed and purchase 4 signs;

Whereas the MTQ requires written requests for the installation of the signs;

Therefore,

It is moved by Denis Dubeau and unanimously resolved that the signs be installed at the following locations:

Corner of 301 South and Payette Road

Corner of 148 and 301 South

Corner of 148 and Stitt Road

Corner of 301 North and Mountain Road

Carried

2022-08-333

**UPDATING OF THE PUBLIC SECURITY PLAN**

WHEREAS local municipalities have, by virtue of the *Civil Protection Act* (RLRQ, c. S- 2.3), the responsibility for civil protection on their territory;

WHEREAS the municipality is exposed to various natural and man-made hazards that can cause disasters;

WHEREAS the Municipal Council of LITCHFIELD recognizes that the Municipality may be affected by a disaster at any time;

WHEREAS Council sees the importance of preparing for disasters that may occur within its territory;

WHEREAS, this preparation must be kept operational and followed up regularly with City Council;

WHEREAS the measures put in place by the municipality and recorded in the emergency preparedness plan are in compliance with the provisions of the *By-law respecting alert and mobilization procedures and minimum emergency resources to protect the safety of persons and property in the event of a disaster*;

For these reasons, it is moved by Denis Dubeau and unanimously resolved;

That Julie Bertrand is appointed as the person responsible for updating and revising the emergency preparedness plan.

THAT the municipal emergency preparedness plan modified by Director General, Julie Bertrand be adopted;

This resolution repeals any emergency preparedness plan previously adopted by the municipality and any previous appointment of the person designated to update or revise the plan.

Carried

**TRANSFER SITE**

**Application for a grant to provide home composters to all domiciles on the territory of Litchfield**

2022-08-334

Whereas the Municipality receives compensation from the government for management of residual domestic waste (garbage);  
Whereas the government of Quebec is requiring that all municipalities provide conform composting measures to reduced the amount of residual domestic waste;

Whereas the Municipality does not provide collection of compost;

Whereas the Municipality does provide a compost drop off at the transfer site;

Whereas this measure is not considered conform to maintain compensation received from the government and does not meet the criteria set out by the government;

Whereas the grant will cover 80% of the cost of purchasing domestic composters;

Therefore,

It is moved by Courtney Harris and unanimously resolved that the municipality will participate and apply for the grant to provide domestic composters to all domiciles on the territory of Litchfield.

This expense of approximately \$8000 will be provided for in the 2023 provisional budget.

Is also resolved that Director General is authorized to make the application and manage the file.

Carried

**CORRESPONDANCE**

Mayor Lariviere read the correspondence

**ADJOURNMENT**

2022-08-335

It is moved by Emile Morin and unanimously resolved to adjourn the meeting at 8:25 p.m.

Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General