

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on April 3rd, 2023 at

7:00 p.m. held at the Municipal office located at 1362 route 148, Campbell's Bay, Qc.

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

Also present: Director General, Julie Bertrand

Visitors present: Warden Jane Toller, Jen Menard and Vincent Sicard

Quorum is met and Mayor Lariviere presides the meeting.

Adoption of Agenda

2023-04-481 It is moved by Denis Dubeau and unanimously resolved to adopt the agenda for April 3rd, 2023.
Carried

Adoption of Minutes

2023-04-482 It is moved by Emile Morin and unanimously resolved to adopt the meeting minutes from the March 6th, 2023 meeting.
Carried

URBANISM

Temporary replacement for Municipal Inspector

2023-04-483 Whereas the Robert Carle, municipal inspector, is on extended medical leave;
Whereas the municipal council has decided to temporarily delegate the responsibility to the Director General;
Whereas it is understood that the Director General may require input from another municipal inspector for certain cases;
Whereas it is acceptable that there may be a charge for such consultations;
Whereas the Director General accepts the temporary delegation;
Therefore, it is moved by Emile Morin and unanimously resolved the Director General, Julie Bertrand will temporarily fill the position of Municipal Inspector.
Carried

ROADS/EQUIPMENT

*It is noted that council is aware that the grader operator will attempt to grade roads that are not frozen.

*It is noted that the annual road inspection is set for April 24, 2023.

FINANCE

Payment of accounts

2023-04-484

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: \$2015.17

Invoices to be paid: \$ 36450.49

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 \$38465.66 for the month of April 2023.

Signed: _____ Date: _____

Julie Bertrand, Director General

Call for tender for the 2023 supply of 03/4 gravel

2023-04-485

Whereas the municipality put out a call for tender for the supply of 03/4 gravel;

Whereas the following 2 conformed tenders were received;

Morin Sand and Gravel \$7.59/m.t tax included

Brian Stanton Ent. Ltd \$5.77/m.t. tax included

Therefore,

It is moved by Courtney Harris and unanimously resolved to accept the tender submitted by Brian Stanton Enterprises Ltd. This expense is authorized from the budgetary item "gravel" from the 2023 provisional budget.

Carried

HUMAN RESOURCES

On-Call Policy

2023-04-486

It is moved by Terry Racine and unanimously resolved that the following On-Call Policy be adopted;

This policy serves to ensure 24/7 availability to respond to emergency calls and for the emergency repairs of the Municipal Road network and infrastructure on the territory of the Municipality of Litchfield.

The following protocols and procedures will identify the components of the Policy.

1.Procedure for the period of: December 1st to March 31st of each year-WINTER HOURS

a) The Public Works Lead hand/foreman (or replacement if applicable) will be on-call/available 24/7, to receive emergency calls and to execute actions required, regarding the repair of roads and infrastructure.

b) Compensation for this responsibility is by way of the provision of a municipal vehicle 24/7 to be used to travel to and from work 7 days each week.

c) All hours worked to do emergency repairs, on weekends or after hours are considered overtime and will be compensated accordingly.

2. Procedure for the period of April 1st to November 30th of each year- SUMMER HOURS

a) The Public Works Lead hand/foreman (or replacement if applicable) will be on-call/available 24/5, to receive emergency calls and to execute actions required, regarding the repair of roads and infrastructure.

b) Monday to Friday: Compensation for this responsibility is by way of the provision of a municipal vehicle 24/5 to be used to travel to and from work 5 days each week.

c) Weekends – Saturday and Sunday – Compensation for this responsibility is by way of 1 hour paid per day at the hourly rate of the employee. Thus, 2 hours per weekend of paid compensation. The truck will be used to travel to and from work on the 2 days of the weekend.

d) All hours worked to do emergency repairs, on weekends or after hours are considered overtime and will be compensated accordingly.

Carried

SECURITY

Sureté du Quebec Priorities for 2023

2023-04-487

It is moved by Denis Dubeau and unanimously resolved that the municipality request the Sureté du Quebec to prioritize the following choices:

Priority 1-Intervention regarding network safety

1 targeted issue: speeding

1 targeted location: the municipal Park/Halte

Priority 2 -Intervention in criminal matters

1 targeted matter: noise.

1 targeted location: annual event-Val Halia

Carried

CORRESPONDANCE

Mayor Lariviere read the correspondence

*It is noted that Warden Toller attended to present the Energy for Waste project.

*It is noted that visitors Jen Menard and Vincent Sicard attended to request information regarding access to Campbell's Bay's water supply. Council suggested that they obtain services for directional drilling, drilling a well or obtain permission from the MTQ to access the line via the MTQ property.

ADJOURNMENT

2023-04-488

It is moved by Rick Frost and unanimously resolved to adjourn the meeting at 8:30 p.m.

Carried

Colleen Larivière
Mayor

Julie Bertrand
Director General

