

MUNICIPALITY OF LITCHFIELD

Minutes of the Regular Council Meeting on February 6th, 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 and Courtney Harris

Also present: Director General, Julie Bertrand

Councilors Terry Racine and John Stitt motivated their absences.

Quorum is met and Mayor Lariviere presides the meeting.

Adoption of Agenda

2023-02-439 It is moved by Emile Morin and unanimously resolved to adopt the agenda for February 6th, 2023.
Carried

Adoption of Minutes

2023-02-440 It is moved by Rick Frost and unanimously resolved to adopt the meeting minutes from January 9th, 2023 meeting
Carried

URBANISM

Municipal Inspector's Reports

2023-02-440 It is moved by Rick frost and unanimously resolved to approve the Municipal Inspector's Annual Report and the related expenses.
Carried

*Notice of motion is given by Emile Morin that a project by-law regarding the demolition and protection of heritage buildings will be presented.

Draft by-law 2023-250

2023-02-441 WHEREAS the Quebec provincial government's Bill 69 requires the implementation of a by-law governing the demolition of heritage buildings that applies to the entire municipal territory
CONSIDERING the provisions of Bill 69, An Act to amend the Cultural Heritage Act and other legislative provisions;
CONSIDERING the provisions of the Act respecting land use planning and development (R.S.Q., c. A-19.1), particularly sections 148.0.1 to 148.0.26
WHEREAS the notice of motion of this by-law was duly given at the regular meeting of January 9,2023 and that the draft by-law was tabled at the meeting of February 6, 2023
ACCORDINGLY,
It is proposed by Emile Morin AND UNANIMOUSLY RESOLVED
THAT the project demolition by-law number 2023-250 is adopted.
Carried

*It is noted that members of council received a copy of the by-law in advance, therefore reading of the said by-law is dispensed of.

ROADS/EQUIPMENT

2023-02-442 **Authentication of 2010 sander chain purchase**
It is moved by Emile Morin and unanimously resolved to authenticate the purchase of the sander chain for the 2010 plow truck. This expense of \$460 is authorized from the budgetary item "equipment repairs and maintenance" from the 2023 provisional budget.
Carried

2023-02-443 **Authorization to repair the Soveema mower drum**
It is moved by Emile and unanimously resolved to authorize the repair of the Soveema mower drum.
This expense is authorized from "equipment repairs and maintenance" from the 2023 provisional budget.
Carried

2023-02-444 **Authorization to repair the hoist for the 2017 plow truck**
It is moved by Emile and unanimously resolved to authorize the repair of the 2017 plow truck hoist.
This expense is authorized from "equipment repairs and maintenance" from the 2023 provisional budget.
Carried

FINANCE

2023-02-445 **Payment of accounts**
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: \$3335.26

Invoices to be paid: \$ 44 579.90

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 \$47 915.16 for the month of February 2023.

Signed: _____ Date: _____

Julie Bertrand, Director General

2023-02-446 **Final adoption- 2023 TAX RATE BY-LAW 2023-249**
To determine the general tax rate, garbage disposal rate and interest rate on arrears for the 2023 fiscal year.
Whereas the content of article 252 of the Act respecting municipal taxation;
Whereas a notice of motion was given by Courtney Harris at a session of council held on January 9,2023 to the effect that the present by-law would be presented for adoption;
Whereas a project by-law 2023-249 was presented by Courtney Harris at a special meeting of council on January 9, 2023;
Therefore, it is moved by Courtney Harris and unanimously resolved and ruled by the municipal council of the municipality

of Litchfield to adopt the present by-law as follows

SECTION 1 GENERAL TAX RATE 2023

ARTICLE 1-1

That the general mill rate of .63\$ for 100\$ value stated in the evaluation role, be implemented for the 2023 fiscal year on all taxable immovables situated in the municipality of Litchfield.

SECTION 2 INTEREST RATE ON TAX ARREARS 2023

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 2023 fiscal year

SECTION 3 GARBAGE DISPOSAL RATE 2023

ARTICLE 3-1

The rate for garbage disposal will be a flat rate of 120\$/unit, to include all residences, cottages, camps and/or all domiciles situated within the territory of the Municipality of Litchfield.

Carried

Request for tender for the supply of propane for 2023-2025

2023-02-447

Whereas the municipality put out a call for tender for the 2023-2025 supply of propane;

Whereas the municipality did receive 2 submissions;

Whereas it is necessary to clarify technical information regarding the equipment to be provided;

Whereas the call for tender technical information has been clarified and amended;

Therefore,

It is moved by Denis Dubeau and unanimously resolved to request new submissions from the previous 2 quote providers.

Carried

Preparation of plans for patch paving on chemin Hayes

2023-02-448

It is moved by Courtney Harris and unanimously resolved to hire Kim Lesage, MRC engineer to prepare plans and cost estimate for the patch/paving on chemin Hayes. This expense authorized from line 400- TECQ funds of the 2023 provisional budget.

Carried

TECQ programming for Paving Project of the Lawless Lake Road

2023-02-449

Whereas the municipality wishes to pave 1.750 kms of the Lawless Lake Road;

Whereas the related expenses are admissible on the TECQ program;

Therefore,

It is moved by Rick Frost and unanimously resolved that the Director General submit a programming #6 for the paving project on Lawless Lake Road;

The estimate for the project is \$560,000;

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, 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. 6 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

Awarding of contract for the replacements of lights in the municipal garage

2023-02-450

Whereas the municipality received a quote to replace and install new LED lighting in the municipal garage;

Whereas the following conformed quote was received;

Pontiac Valley Electric \$10 574.25

Therefore,

It is moved by Denis Dubeau and unanimously resolved that the contract be awarded to Pontiac Valley Electric. The amount of \$10 574.25 is authorized from the TECQ 2019 funds.

Carried

Authentication of the DG Contract Management training expense

2023-02--451

It is moved by Courtney Harris and unanimously resolved to authenticate the expense of \$120 for DG training. This expense is authorized from the budgetary item "travel and conventions-financial management" from the 2023 provisional budget.

Carried

Authorization for the DG to attend the 2023 ADMQ Congress

2023-02-452

It is moved by Rick Frost and unanimously resolved to authorize the Director General to participate in the 2023 ADMQ congress. The related expenses are authorized from the budgetary item "travel and conventions-financial management" from 2023 provisional budget.

Carried

- 2023-02-453** **FRR- Volet 4 grant application**
It is moved by Courtney Harris and unanimously resolved to hire EMC Consultant to prepare the grant application for the project of Municipal Dock Replacement to be submitted to the FRR Volet 4 grant.
This expense of \$1760 plus taxes is authorized from the FRR Volet 4 funds.
Carried
- 2023-02-454** **Donation to the ESSC year book project**
It is moved by Rick Frost and unanimously resolved to donate \$50 to the ESSC year book project. This expense of \$50 is authorized from the budgetary item “charitable donations” from the 2023 provisional budget.
Carried
- 2023-02-455** **Annual renewal fee for Telmatik-civil protection communication**
It is moved by Rick Frost and unanimously resolve to authorize the annual renewal fee for Telmatik.
This expense of \$1500 plus taxes is authorized from the budgetary item “civil protection -communication system” from the 2023 provisional budget.
Carried
- 2023-02-456** **CHIP Community Radio annual renewal fee**
It is moved by Emile Morin and unanimously resolved to authorize the annual renewal fee for CHIP Community Radio. This expense authorized from the budgetary item “financial management-association fees” from the 2023 provisional budget.
Carried
- 2023-02-457** **HUMAN RESOURCES**
Donation to employee regarding extended medical leave
It is moved by Emile Morin and unanimously resolved to provide a donation of \$500 to an employee on extended medical leave. This expense authorized from the budgetary item “charitable donations” from the 2023 provisional budget.
Carried
- 2023-02-458** **Application to the CPRA-funding for summer employment**
It is moved by Courtney Harris and unanimously resolved to authorize the Director General to apply for 1 position under the CPRA funding grant in order to provide 100% of the funding for 1 employee for the joint summer camp project with Campbell’s Bay and the Maison des Jeunes.
Carried
- 2023-02-459** **Request for rate increase by contractor for cleaning of the municipal building.**
It is moved by Emile Morin and unanimously resolved that the municipality is not in agreement with the rate increase requested by the contractor for the cleaning of the municipal office.
Carried

Donation request to aid in water testing of the Lelsie Lake from Leslie Lake Cottagers Association

2023-02-460

It is moved by Courtney Harris and unanimously resolved to authorize a donation of \$200 towards the water testing of Leslie Lake. This expense is authorized from the budgetary item “charitable donations” from the 2023 provisional budget.
Carried

Donation request from Art Pontiac

2023-02-461

It is moved by Emile Morin and unanimously resolve to authorize a donation of \$60 to Art Pontiac. This expense authorized from the budgetary item “charitable donations” from the 2023 provisional budget.
Carried

CORRESPONDANCE

Mayor Lariviere read the correspondence

MISCELLANEOUS

ADJOURNMENT

2023-02-462

It is moved by Rick Frost and unanimously resolved to adjourn the meeting at 8:16 p.m.
Carried

Colleen Larivière
Mayor

Julie Bertrand
Director Genera

