

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the Regular Council Meeting on November 6, 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, John Stitt, Terry Racine and Courtney Harris.

Also present: Director General, Julie Bertrand

Quorum is met and Mayor Lariviere presides the meeting.

### **Adoption of Agenda**

2023-11-603 It is moved by Terry Emile Morin and unanimously resolved to adopt the agenda, with additions, for November 6, 2023.  
Carried

### **Adoption of Minutes**

2023-11-604 It is moved by Courtney Harris and unanimously resolved to adopt the meeting minutes from October 2, 2023.  
Carried

\*There are no declarations of conflict of interest from members of council.

## **URBANISM**

### **Municipal Inspector**

Director General, as acting municipal inspector, has given a report to council regarding permits and certificates.

### **Approval of subdivision plans**

2023-11-605 It is moved by Emile Morin and unanimously resolved to approve the subdivision plans submitted by Hubert Carpentier, surveyor on behalf of Lyne Pilon and Thierry Rochon, for lots #6603637, #6603638, #6603639, #6603640, #6603641 and #6603642 originating from lots #4005905 and #3551909, from his minutes 18067 dated September 26, 2023.  
Carried

### **Support - MRC Pontiac request to the MTQ for the installation of traffic lights at the intersection of 148/301 North, Litchfield QC**

2023-11-606 Whereas the MRC Pontiac has requested the Municipality of Litchfield provide a letter of support for the installation of traffic lights at the intersection of 148/301 North;  
Whereas the municipal council is in agreement that the MRC Pontiac make this request to the MTQ;  
Therefore,  
It is moved by Emile Morin and unanimously resolved to send a copy of this resolution to the MRC Pontiac.  
Carried

**2023-11-607**                    Request for support  
Whereas the Municipality of Litchfield has received a request to support the project of a greenhouse located at 1020 route 148, Litchfield;  
Whereas in conformity with Zoning By-law 2017-228, it is not required that a permit be issued for the construction of a greenhouse;  
Therefore,  
It is moved by Courtney Harris and unanimously resolved to forward a copy of this resolution to Mr. Zhang as support for the Greenhouse project for #1020 route 148, Litchfield.  
Carried

**2023-11-608**                    ROADS/EQUIPMENT  
Authentication of expense for the purchase of security signage  
It is moved by Courtney Harris and unanimously resolved to authenticate the purchase of 2 school bus signs. This expense of \$153.00 + taxes is authorized from the budgetary item “signs” from the 2023 provisional budget.  
Carried

**2023-11-609**                    Seeding along shoulders of Lawless Lake Road  
Whereas the municipality has requested information from Kim Lesage, engineer, regarding the prevention of erosion on the shoulders of Lawless Lake Road;  
Whereas the recommendation received is to sow grass seed along the shoulders to aid in erosion prevention;  
Therefore,  
It is move by Rick Frost and unanimously resolved to approve the expense to purchase and broadcast seed along the shoulders of Lawless Lake Road. It is also resolved to hire Alain Gauthier to do the work.  
Carried

**2023-11-610**                    Request to reduce the speed limit on Hayes Road to 50 km.  
Whereas the municipality has received a request from a taxpayer to reduce the speed limit on Hayes Road from 70 km to 50 km;  
Whereas the taxpayer is concerned about the speed of vehicles in proximity to the bus stop and for the safety of his children;  
Therefore,  
It is moved by John Stitt and unanimously resolved that the Municipality will take the necessary steps to reduce the speed limit as requested.  
Carried

**2023-11-611**                    Purchase of 16 winter rims for the 2017 and 2020 snowplow trucks  
It is moved Terry Racine and unanimously resolved to authorize the purchase of 16 winter rims for the 2017 and 2020 plow trucks. This expense of \$2160+ taxes is authorized from the budgetary item “vehicle maintenance” from the 2023 provisional budget.  
Carried

**2023-11-612**                    Authentication of repairs expense for the JCB backhoe  
It is moved by John Stitt and unanimously resolved to authenticate the purchase of seals for the power steering piston on the JCB backhoe. This expense of \$350 + taxes is authorized from the budgetary item "vehicle maintenance" from the 2023 provisional budget.  
Carried

**FINANCE**

**2023-11-613**                    Payment of accounts  
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: \$16568.31  
Invoices to be paid: \$48641.64

**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 \$65 209.95 for the month of November 2023.

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

Julie Bertrand, Director General

**2023-11-614**                    Transfer of budgetary funds  
It is moved by Terry Racine and unanimously resolved to transfer \$1000 from items "office maintenance" and \$1500 from "tools and supplies" to the budgetary item "vehicle maintenance" of the 2023 provisional budget.  
Carried

**2023-11-615**                    Donation to the Golden Age Club  
It is moved by Courtney Harris and unanimously resolved to donate \$1200 to the Golden Age Club. This amount authorized from the budgetary item "goodwill donations" from the 2023 provisional budget.  
Carried

**2023-11-616**                    Transfer of grant funds to the Maison des Jeunes-Summer Camp  
Whereas the Municipality has received funding in the amount of \$13 390.00 from the Ministere de la Famille du Quebec for the project of day camp during the summer holiday period;  
Whereas the municipality has entered into a joint venture with the Maison des Jeunes and the Municipality of Campbells Bay to provide the summer camp for children during the summer holiday period;  
Whereas the Municipality of Litchfield has paid \$1178.27 of expense related to the funding for the summer camp;  
Whereas the Maison des Jeunes has incurred expenses in the amount of \$12211.73 for the funding of the summer camp;

Continued..

Therefore,

It is moved by Emile Morin that the Municipality of Litchfield pay \$12 211.73 to the Maison des Jeunes for expenses incurred.

Carried

\*It is noted that Mayor Lariviere has deposited the 2023 Mayor's Report and that this report be put on the Municipal Website.

#### HUMAN RESOURCES

##### Training

2023-11-617

It is moved by Terry Racine and unanimously resolved to approve Human Resource training for the Director General. This expense of \$250 is authorized from the budgetary item "DG-training" from the 2023 provisional budget.

Carried

\*It is noted that the members of council have deposited their declaration of pecuniary interests.

##### Summer Jobs Program

2023-11-618

It is moved by Terry Racine and unanimously resolved that the Director General submit a funding request for 2 positions as camp animators to the Summer Jobs Program for the 2024 summer season.

Carried

#### SECURITY

##### Subdivision of municipal lot

2023-11-619

Whereas the Municipality of Litchfield and the Municipality of Campbells Bay have entered into a project for the construction of a new Joint Fire Station;

Whereas the project has been pre-selected to receive the PRACIM grant from the provincial government;

Whereas 1 of the grant requirements is that the Administrating body of the joint fire service be the owner of the property on which the new fire station is to be built;

Whereas the Municipality of Litchfield owns the lot and wishes to subdivide the lot to provide land for the construction of the new fire station;

Therefore,

It is moved by Terry Racine and unanimously resolved that the completion of the Feasibility Study stating the conformity of the lot for the new construction, that the process of subdivision take place and that the offer of service provided by Hubert Carpentier, a.g. in the amount of \$4400 plus taxes be approved and that the Municipalities of Litchfield and Campbell's Bay split the costs at 50% each and that, if eligible, this expense be included in the PRACIM grant claim.

Carried

**2023-11-620**                    **Adoption of the “Occupational Health and Safety Policy”**  
 It is moved by Terry Racine and unanimously resolved to adopt the Policy of the Occupational Health and Safety Policy as required for the Prevention Program.  
 Carried

**2023-11-621**                    **Adoption of the “Vehicle Driving Policy”**  
 It is moved by Terry Racine and unanimously resolved to adopt the “Vehicle Driving Policy” as required for the Prevention Plan.  
 Carried

**2023-11-622**                    **Adoption of the “Psychosocial Risk Management Policy”**  
 It is moved by Rick Frost and unanimously resolved to adopt the “Psychosocial Risk Management Policy” as required for the Prevention Plan.  
 Carried

**2023-11-623**                    **Adoption of the Policy to prevent violent behavior in the workplace**  
 It is moved by Courtney Harris and unanimously resolved to adopt the “Policy to prevent violent behavior in the workplace” as required for the Prevention Plan.

**2023-11-624**                    **Adoption of the Drug, Alcohol and Medication Policy**  
 It is moved by Emile Morin and unanimously resolved to adopt the “Drug, Alcohol and Medication Policy” as required for the Prevention Plan.  
 Carried

**2023-11-625**                    **FSS MOBILIZATION TIME – NEW FIRE SAFETY COVER PLAN**  
 WHEREAS the MRC is requesting information from the municipality/fire department in order to create an optimization map for the renewal of its fire safety cover plan;  
 WHEREAS each municipality is required to indicate the minimum number of firefighters available for each station, depending on time of the week, including their mobilization time;  
 WHEREAS by law, these figures are a goal that the fire department needs to meet in fire calls 90% of the time.  
 WHEREAS these figures will also be used to ensure that a minimum number of firefighters is mobilized at the initial alert for building fires;  
 Therefore,  
 It is motioned by Emile Morin and unanimously resolved to accept the following mobilization times for the Campbell’s Bay Litchfield Fire Department:

| Service de sécurité Incendie Fire Department | Caseerne Station | Effectifs disponibles pour répondre à l'alerte initiale<br>Resources available to respond to the initial alert |                       |                     |                       |                    |                       |
|--|------------------|--|-----------------------|---------------------|-----------------------|--------------------|-----------------------|
|  |                  | Semaine jour 0h-18h  |                       | Semaine nuit 18h-0h |                       | Fin de semaine 24h |                       |
|  |                  | Nombre de pompiers   | Temps de mobilisation | Nombre de pompiers  | Temps de mobilisation | Nombre de pompiers | Temps de mobilisation |
| SSI Campbell's Bay Litchfield                | 10+11            | 4  | 10                    | 15                  | 10                    | 15                 | 10                    |
| Total  |                  | 4  | 10                    | 15                  | 10                    | 10                 | 10                    |

Carried

**TRANSFER SITE**

**Delegation of power to the MRC Pontiac for the collection of domestic compost**

2023-11-626

Whereas the Government of Quebec is moving towards mandatory composting by Municipal bodies;  
Whereas the Municipality of Litchfield has received information from the MRC Pontiac study on cost estimates for the collection and treatment of domestic compost by the MRC Pontiac;  
Whereas the municipality of Litchfield may be interested in delegating the power and responsibility to the MRC Pontiac after obtaining more concrete details and costs;  
Therefore,  
It is moved by Emile Morin and resolved that a copy of this resolution be sent to the MRC Pontiac.  
Carried on division of votes

**CORRESPONDANCE**

Mayor Lariviere reads the correspondence

**MISCELLANEOUS**  
**Student Bursaries**

2023-11-627

It is moved by John Stitt and unanimously resolved to provide 4 bursaries to Litchfield graduates. This amount of \$800 is authorized from the budgetary item "good will donations" from the 2023 provisional budget.  
Carried

**Internet Services**

2023-11-628

Whereas the municipality has received notice that Picanoc.net is no longer providing on site technical services;  
Whereas the company has advised the municipality to review our internet service options;  
Therefore,  
It is moved by Terry Racine and unanimously resolved to cancel the internet services with Picanoc.net and to enter into an service agreement with Xplore Fibre. It is also resolved that Director General, Julie Bertrand is authorized to enter into the agreement on behalf of the Municipality.  
Carried

**Campbell's Bay/Litchfield Christmas Parade and Party**

2023-11-629

It is moved by Courtney Harris and unanimously resolved to donate \$500 to the Christmas Parade and to authorize the shared expense for the Christmas Party for the Fire Department and the council. This expense authorized from the budgetary items "Christmas party/staff appreciation" from the 2023 provisional budget.  
Carried

**ADJOURNMENT**

2023-11-630

It is moved by Terry Racine and unanimously resolved to adjourn the meeting at 9:05 p.m.  
Carried

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Colleen Larivière  
Mayor

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Julie Bertrand  
Director General

