

## **MUNICIPALITY OF LITCHFIELD**

Minutes of the Regular Council Meeting on January 8, 2024  
at 7:00 p.m. held at the Municipal office located at 1362 route  
148, Campbell's Bay, Qc.

Present: Mayor Larivière, councilors Denis Dubeau, Émile 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**

2024-01-001 It is moved by Terry Racine and unanimously resolved to adopt  
the agenda, with additions, for January 8, 2024.  
Carried

### **Adoption of Minutes**

2024-01-002 It is moved by Emile Morin and unanimously resolved to adopt  
the meeting minutes from December 4<sup>th</sup>, 2023 -2024 Budget and  
PTI meeting and December 13<sup>th</sup>, 2023 regular meeting.  
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, urbanism issues and  
certificates.

## **ROADS/EQUIPMENT**

### **Purchase of carbits and shoes for plows.**

2024-01-003 It is moved by Terry Racine and unanimously resolved to  
authorize the purchase of 12 shoes and 3 carbits for plows.  
This expense of 2074.50 + taxes is authorized from the budgetary  
item "vehicle maintenance" from the 2024 provisional budget.  
Carried

### **Purchase of a 22-ton air jack and 2 jack stands**

2024-01-004 It is moved by Denis Dubeau and unanimously resolved to  
authorize the purchase of a 22-tonne air jack and 2 jack stands.  
This expense of 1149.85 + tax is authorized from the budgetary  
item 'tools and supplies' from the 2024 provisional budget.  
Carried

**Offer for the extension of the provision of calcium chloride for the year 2024 from Multi-Route Inc.**

2024-01-005

It is moved by Rick Frost and unanimously resolved to accept the offer of extension for the provision of 80,000 litres calcium chloride from multi-Route Inc. This expense of ,0356/litre + tax is authorized from the budgetary item “calcium” from the 2024 provisional budget.

Carried

**\*Notice of motion and presentation of Draft By-law 2024-252- to determine the 2024 tax rate, interest rate and waste removal charge, are given by Courtney Harris.**

*The members of council have received a copy of the draft by-law prior to this meeting. Therefore, the reading of the said by-law is dispensed of.*

**\*Notice of motion and presentation of Draft By-Law 2024-253-to determine the remuneration rates for members of council for the year 2024 are given Denis Dubeau.**

*The members of council have received a copy of the draft by-law prior to this meeting. Therefore, the reading of the said by-law is dispensed of.*

**FINANCE**

**Payment of accounts**

2024-01-006

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: \$20 677.56

Invoices to be paid: \$27419.10

**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 \$40 096.66 for the month of January 2024.

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

Julie Bertrand, Director General

**Offer of Service from auditor DignardThibaultCPA for 2023 and 2024.**

2024-01-007

It is moved by Terry Racine and unanimously resolved to accept the offer of service for the years 2023 and 2024 from the accounting firm DignardThibaultCPA.

Carried

**ATTRIBUTION OF A MANDATE FOR PROFESSIONNAL JUDICIAL SERVICES TO DEVEAU AVOCATS – OUTAOUAIS – JANUARY 1, 2024 TO DECEMBER 31, 2025**

2024-01-008

WHEREAS in preparation of its budget for the upcoming year, the Municipality of Litchfield as accepted the offer of judicial services from Deveau Avocats – Outaouais in order to be able to have professional support to that effect;

Continued..

WHEREAS the offer of judicial services dated October 19, 2023, prepared to that effect by Deveau Avocats – Outaouais;

THEREFORE :

It is proposed by Rick Frost and UNANIMOUSLY resolved that the municipal council accepts the offer of services from Deveau Avocats – Outaouais, which is the following:

Offered service: Telephone consultation for an unlimited number of hours;

People authorised to consult: The Mayor, the General director and the Municipal inspector;

Duration of contract: 2 years, from January 1st, 2024 to December 31st, 2025;

Fixed sum: \$1,000.00 per year plus taxes;

For all other required mandates: Hourly fee of \$275.00 per hour;

Fees for municipal tax perception files: 15% of the collected amount (minimum \$200.00), plus taxes and expenses, though not including the execution proceedings if necessary;

\*All account unpaid after 60 days will bear interests at a rate of 10% per annum.

Carried

**Increase of 5% for Gerard Labelle CPA for the 2024 accounting services**

2024-01-009

It is moved by Emile Morin and unanimously resolved to approve the 5% increase for Gerard Labelle CPA for the 2024 accounting services.

Carried

**ADMQ annual membership renewal**

2024-01-010

It is moved by Courtney Harris and unanimously resolved to approve the 2024 ADMQ membership renewal. This expense of \$980 + tax is authorized from the budgetary item “association fees” from the 2024 provisional budget.

Carried

**Red Cross annual donation**

2024-01-011

It is moved by Emile Morin and unanimously resolved to authorize the donation of \$225 to the Red Cross Quebec for 2024. This amount is authorized from the budgetary item “goodwill donations” from the 2024 provisional budget.

Carried

**Donation to the Golen Age Club**

2024-01-012

It is moved by Denis Dubeau and unanimously resolved to authorize the donation of \$1200 to the Golden Age Club. This expense is authorized from the budgetary item “goodwill donations” from the 2024 provisional budget.

Carried

**2024 rates for Employee remuneration**

2024-01-013

It is moved by Courtney Harris and unanimously resolved to authorize the Director General to proceed with employee remuneration increases as provided for in the 2024 provisional budget.

Carried

**2024-01-014**                    Authorization to Director General  
It is moved by Courtney Harris and unanimously resolved to authorize the Director General to proceed with expenditures regarding 2024 remuneration expenses and the office administration and operational costs.  
Carried

SECURITY

\*Mayor Lariviere reads the correspondence.

MISCELLANEOUS

**2024-01-015**                    2024 Office and Halte/Park cleaning contract  
Whereas the municipality has restructured the requirements for the municipal office cleaning to include the Halte/park restroom cleaning for the year 2024;  
Whereas the present cleaning contract does not provide for the restructured requirements;  
Therefore,  
It is moved by Emile Morin and unanimously resolved that the present contract not be extended for the year 2024 and that a public request for the provision of services may be posted at a future date.  
Carried

**2021-01-016**                    FRR 4-GRANT – SIGNS PURCHASES  
Whereas the Municipality has received a FRR-4 Grant for improvements on the territory;  
Whereas, included in the improvements, is the replacement and addition of municipal signage;  
Therefore,  
It is moved by Emile Morin and unanimously resolved that Director General, Julie Bertrand, proceed with the sign purchases in accordance with the amount outlined in the FRR-4 grant. This expense is authorized from the FRR-4 grant funds contract received from the MRC Pontiac.  
Carried

**2024-01-017**                    ADJOURNMENT  
It is moved by Rick Frost and unanimously resolved to adjourn the meeting at 8:40 p.m.  
Carried

---

Colleen Larivière  
Mayor

---

Julie Bertrand  
Director General

