

**MUNICIPALITY OF LITCHFIELD**

Minutes of the regular council meeting held on November 3, 2014 at 7pm at the municipal office located at 1362 rte 148 Campbells Bay, Quebec.

Present: Mayor Colleen Larivière, councillors Denis Dubeau, Ken O’Leary, Joe Belanger, Émile Morin, Terry Racine and Donald Graveline.

The Interim Director General Julie Bertrand and Municipal Inspector Doug Corrigan are also present.

Visitors – Charles Stephens

Quorum is met and Mayor Colleen Larivière presides the meeting.

**2014-11-213**

**Adoption of Agenda**

It is moved by Ken O’Leary and unanimously resolved to adopt the agenda for November 3, 2014 as presented.

Carried

**2014-11-214**

**Adoption of Minutes**

It is moved by Joe Belanger and unanimously resolved to adopt the minutes of October 6, 2014 as presented.

Carried

It is noted that Charles Stephens is present to request that the municipality consider extending his weeks of work per year.

**Roads**

**Endorsement of Shovel rental**

**2014-11-215**

It is moved by Denis Dubeau and unanimously resolved to endorse the decision to hire a shovel to mix the winter sand and salt in the municipal yard. This expense authorized from the budgetary item “Equipment Rental” from the 2014 provisional budget.

Carried

**Winter plowing of roads**

**2014-11-216**

It is moved by Donald Graveline and unanimously resolved to plow ( part of) Barney road and to plow Litchfield Lake , Barrette,Burke, Baird, Flood and Gravelle roads for the winter 2014-2015.

Carried

**2014-11-217**

**Tire Purchase**

It is moved by Ken O’Leary and unanimously resolved to purchase 2 winter tires for the 2010 international truck. This expense authorized from the budgetary item “Vehicle Maintenance of the 2014 provisional budget.

Carried

**Urbansim**

**It is noted** that the municipal inspector will work on modifying the sequence of the civic numbers on Church road.

**2014-11-218**

**Legal procedures –Matricule # 9275-11-9671**

It is moved by Emile Morin and unanimously resolved to have a letter prepared and sent by the legal firm Deveau, Bourgeois Gagné, Hébert et associés, to the property owner of matricule # 9275-11-9671 concerning a request to clean his property.

Carried

**Finance**

**Payment of Invoices**

**2014-11-219**

It is moved by Donald Graveline 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 prior to meeting: \$8392.80

Invoices to be paid: \$36 717.40

Total amount of invoices: \$45110.20

**Certificate of availability**

I , Julie Bertrand, Interim Director General of the Municipality of Litchfield, certify that there are sufficient credits available to pay the approved amount of bill totalling, \$45,110.20 for the month of November, 2014.

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

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

Julie Bertrand

Interim Director General

**Appointment of Auditor for 2014**

**2014-11-220**

WHEREAS the municipality is legally obliged to appoint an auditor for the year 2014;

WHEREAS Gerard Labelle CPA is in the process of selling his audit clients to Janique Ethier CPA Inc;

THEREFORE,

It is moved by Joe Belanger and unanimously resolved that the municipality appoint Janique Ethier CPA Inc. as auditor for the year 2014 effective immediately.

Carried

**Online banking request: payee addition for Central1 Bank**

**2014-11-221**

It is moved by Ken O’Leary and unanimously resolved to accept the offer of addition to the payee list for Central1 Banking. It is noted that this is of no cost to the municipality.

Carried

**2014-11-222**

**Tax Arrears-Legal procedures**

It is moved by Terry Racine and unanimously resolved to send the files of tax arrears to the legal firm Deveau, Bourgeois, Gagné, Hébert & associés for collection procedures.

Carried

**Transfer Site**

**Recycling of small electronics , florescent tubes and bulbs**

**2014-11-223**

It is moved by Joe Belanger and unanimously resolved to recycle small electronics, florescent tubes and bulbs at the transfer site. The recuperation service is provided at no charge through a recyc-québec certified company.

Carried

**Purchase of signs**

**2014-11-224**

It is moved by Donald Graveline and unanimously resolved to purchase signs for the transfer site for ELECTRONICS, BATTERIES, STEEL and HOUSEHOLD ITEMS. This expense authorized from the budgetary item "Transfer Site Maintenance" of the 2014 provisional budget.

Carried

It is noted to send the owner of 13 McCoshen road a letter advising the business owner that businesses are not allowed to use the municipal transfer site to dispose of commercial waste.

It is noted to inform the owner that businesses are to obtain garbage pickup from an independent contractor or to take the waste to the transfer station in Clarendon.

**CORRESPONDANCE**

It is noted that the correspondence was discussed with members of council.

**MISCELLANEOUS**

**Notice of Motion - Tax Rate By-Law 2014-003**

Notice of motion is given by Emile Morin that at a subsequent meeting of council the Tax Rate By-law 2014-003 will be amended.

**Notice of Motion - Remuneration By-Law 2013-001**

Notice of motion is given by Joe Belanger that at a subsequent meeting of council the Remuneration By-law 2013-001 will be amended.

**Notice of Motion –Calendar of Meetings By-law 2014-001**

Notice of motion is given by Ken O’Leary that at a subsequent meeting of council the Calendar of Meetings By-law 2014-001 will be amended.

**2015 Budget Meeting**

- 2014-11 - 225** It is moved by Ken O’Leary and unanimously resolved that the 2015 Public Budget Meeting will be held on December 11, 2014 at 7pm at the municipal office. It is also resolved to post a public notice 7 days prior to the meeting date.  
Carried

**Request from Bouffe Pontiac**

- 2014-11-226** It is moved by Ken O’Leary and unanimously resolved to grant Bouffe Pontiac’s request to hold a food drive at the intersection of rte 301 and 148 on December 12, 2014.  
Carried

**Request from the Municipality of Campbell’s Bay**

- 2014-11-227** It is moved by Emile Morin and unanimously resolved to loan the municipality’s portable water pump to the Municipality of Campbell’s Bay for use in flooding of the Campbell’s Bay community rink for the 2014-2015 winter season.  
Carried

**Donation request for Campbell’s Bay/Litchfield Christmas Parade**

- 2014-11-228** It is moved by Denis Dubeau and unanimously resolved to donate \$500 to the Campbell’s Bay/Litchfield Christmas parade. This expense authorized from the budgetary item “Christmas Parade” of the 2014 provisional budget.  
Carried

**Winter hours schedule**

- 2014-11-229** It is moved by Denis Dubeau and unanimously resolved that the winter hours schedule for the employees will start on December 1, 2014. It is also noted that if the employees work extra hours due to snowplowing before December 1<sup>st</sup>, they are to take the “time off” in that same week.  
Carried

**Work Agreement- Interim Director General**

- 2014-11-230** It is moved by Denis Dubeau and unanimously resolved to accept the work agreement as presented for the Interim Director General.  
Carried

**Travel Expense Rate**

- 2014-11-231** It is moved by Ken O’Leary and unanimously resolved that the travel expense reimbursable for employees using their vehicle for municipal business is at a rate of .50/km.  
Carried

**Municipal Sand**

**2014-11-232**      It is moved by Ken O’Leary and unanimously resolved that taxpayers are not permitted to take winter sand from the municipal sand supply for private use. It is also resolved to post a public notice and erect a sign indicating this resolution.  
Carried

**Fort Coulonge Arena Project**

**2014-11-233**      It is moved by Emile Morin and unanimously resolved to participate in the Fort Coulonge arena sign project.  
Carried

**Correspondance**

**2014-11-234**      It is noted that the correspondence was read and discussed with the members of council.

**Motion to adjourn**

**2014-11-235**      It is moved by Émile Morin and unanimously resolved to close the meeting at 9:40 pm.  
Carried

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Colleen Larivière	Julie Bertrand
Mayor	Office Clerk