



MUNICIPALITY OF CAMPBELL'S BAY
February 6, 2024

MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON FEBRUARY 6, 2024, AT TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.

PRESENTS ARE:

Mayor Raymond Pilon

COUNCILLORS:

Stephanie Hébert-Shea

Josey Bouchard

Jean-Pierre Landry

Leen Matthyssen

Suzanne Dubeau-Pilon

Tim Ferrigan

Also attending the meeting is Director General and Clerk-Treasurer, Sarah Bertrand and Director of public works, Chris Sauriol.

OPENING OF THE MEETING

The above-named person's present forming quorum, the meeting is opened at 7:02 p.m. presided by Mayor Raymond Pilon.

019-02-2024

ADOPTION OF THE AGENDA

Motioned by Tim Ferrigan and resolved to accept the agenda as presented.

Carried unanimously

020-02-2024

ADOPTION OF THE MINUTES – REGULAR MEETING OF JANUARY 9, 2024

Motioned by Jean-Pierre Landry and resolved to adopt the minutes of the last meeting of January 9, 2024, sent by email.

Carried unanimously

QUESTION PERIOD

VISITORS: There are 4 visitors present and a question period is held.

URBANISM

021-02-2024

INSPECTOR'S MONTHLY REPORT

Motioned by Leen Matthyssen and resolved to accept the Municipal Inspector's monthly report and pertaining bill of services for the month of January 2024.

Carried unanimously

022-02-2024

NOTICE OF MOTION, PRESENTATION AND ADOPTION OF DRAFT BYLAW no 102-2024 REGARDING BUILDING OCCUPANCY, MAINTENANCE, HEALTH AND SAFETY

A notice of motion and presentation of draft bylaw 102-2024 regarding building occupancy, maintenance, health and safety is presented by Jean-Pierre Landry and that at a subsequent meeting of council the bylaw will be presented for adoption;

Motioned by Jean-Pierre Landry and resolved to adopt the first project bylaw 102-2024 regarding building occupancy, maintenance, health and safety.

Carried unanimously



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PUBLIC WORKS

023-02-2024 DIRECTOR OF PUBLIC WORKS MONTHLY REPORT

Motioned by Josey Bouchard and resolved to accept the Director of Public work's monthly report for the month of January 2024.

Carried unanimously

WATER-SEWER-TRANSFER SITE

024-02-2024 DIRECTOR OF WATER MANAGEMENT MONTHLY REPORT

Motioned by Suzanne Dubeau-Pilon and resolved to accept the Director of water management and special projects coordinator's monthly report.

Carried unanimously

025-02-2024 APPROVAL OF 2024 RECYCLING CONTRACT – MCGRIMMON CARTAGE

Motioned by Leen Matthyssen and resolved to accept the 2024 recycling contract with McGrimmon Cartage as presented at \$324.45/ton for the period of January 1, 2024, to December 31 2024. **It is also resolved that** the Director General sign the contract.

Carried unanimously

026-02-2024 AUTHORIZATION OF EXPENSE – MAGNOR INSPECTION

Motioned by Jean-Pierre Landry and resolved to authorize the expense of \$5000 for the visit and inspection of the water treatment plant. The expense is allocated from the budgetary item: Water softener professional fees.

Carried unanimously

027-02-2024 APPROVAL OF THE 2023 DRINKING WATER QUALITY REPORT

Motioned by Josey Bouchard and resolved to accept the annual report regarding drinking water quality as prepared by Jessica Nilsson, Director of water management.

Carried unanimously

028-02-2024 AUTHORIZATION OF EXPENSE -CIMA SERVICE OFFER G005991 – STRUCTURAL INSPECTION AND REPORT – WWTP

WHEREAS the Health and Safety Risk Advisor recommended an inspection of the WWTP building structure;

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$4600 plus taxes as provided in the service offer G005991 prepared by CIMA+. The expense is allocated from the budgetary item: WWTP maintenance.

It is also resolved to authorize the budgetary item transfer of \$5000 from MSP grant to WWTP maintenance.

Carried unanimously

029-02-2024 APPROVAL OF GO RECYCLE CONTRACT FOR THE RECYCLING OF REFRIGERATION APPLIANCES

Motioned by Josey Bouchard and resolved to accept the contract as presented with Go Recycle for the recycling of refrigeration appliances. It is also resolved that the Director General sign the agreement.

Carried unanimously



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RA – RINK – PARKS

030-02-2024 **AUTHORIZATION OF EXPENSE – WINTER CARNIVAL**

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$950 for the winter carnival, February 25, 2024. The expense is allocated from MRC winter event program.

Carried unanimously

031-02-2024 **RA HALL REDUCED RENTAL REQUEST**

WHEREAS a request was received for a reduced rental rate from the Valentine Centre, a non-for-profit organization based in Litchfield;

Motioned by Suzanne Dubeau-Pilon and resolved to not offer a reduced rate to a non-profit organization outside the Municipality of Campbell's Bay.

Carried unanimously

MAJOR FUNDING FOR OH PONTIAC – VIBERT PAVILION CAMPBELL'S BAY

It is noted that Councillor Jean-Pierre Landry informs council that the OH Pontiac received major funding for much needed renovations for the Vibert Pavilion in Campbell's Bay.

032-02-2024 **AUTHORIZATION OF EXPENSE – ADVERTISING**

Motioned by Tim Ferrigan and resolved to authorize the expense of \$420 plus taxes for an ad in the Equity regarding the advertisement of the RA Hall for weddings and other event rentals. The expense is allocated from the budgetary item: RA maintenance.

Carried unanimously

MRC REGIONAL REPORT

It is noted that the mayor gives a report regarding regional files.

FINANCE AND ADMINISTRATION

033-02-2024 **MONTHLY BILLS**

Motioned by Leen Mathysen and resolved to pay monthly bills as presented on the disbursement sheet of February 5, 2024, in the amount of \$78 738.

Carried unanimously

Certificate of availability

I, Sarah Bertrand, Director general of the Municipality of Campbell's Bay, certifies that there are funds available for the above-approved expenses.

Given in Campbell's Bay, this, the 6th day of February 2024

Sarah Bertrand, DGGT



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034-02-2024 **ADOPTION OF BYLAW 101-2024 RESPECTING THE IMPOSITION OF THE RATES OF PROPERTY TAX AND SERVICES FOR THE FISCAL YEAR 2024 AND THE CONDITIONS OF COLLECTION**

Motioned by Jen-Pierre and resolved to adopt the bylaw 101-2024 respecting the imposition of property tax and services for the fiscal year 2024 and the conditions of collection as presented and discussed.

Carried unanimously

035-02-2024 **TECQ PROGRAM - VERSION no 5**

WHEREAS :

The Municipality has taken note of the Guide relative aux modalités de versement de la contribution gouvernementale dans le cadre du Programme de la taxe sur l'essence et de la contribution du Québec (TECQ) for the years 2019 to 2023;

The municipality must comply with the terms and conditions of this guide in order to receive the government contribution confirmed in a letter from the Minister of Municipal Affairs and Housing.

Motioned by Stéphanie Hébert-Shea and resolved that :

The municipality undertakes to comply with 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 caused by any deliberate or negligent act arising directly or indirectly from investments made using financial assistance obtained under the TECQ 2019-2023 program;

The Municipality approves the content and authorizes the sending to the Ministère des Affaires municipales et de l'Habitation of the attached work program version no. 5 and all other documents required by the Ministère in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

The municipality undertakes to meet the minimum capital expenditure threshold imposed on it for all five years of the program;

The municipality undertakes to inform the Ministère des Affaires municipales et de l'Habitation of any changes made to the program of work approved by this resolution.

The municipality hereby certifies that the work program, version no. 5, attached hereto, contains true costs and reflects the cost forecasts for eligible work.

Carried unanimously

036-02-2024 **MUNICIPAL CONTRACTS 2023**

WHEREAS in accordance with section 961.4 (2) of the Municipal Code of Québec, the mayor must table a list of all contracts involving an expenditure of more than \$ 2 000 with the same contractor when all of these contracts involve a total expenditure of more than \$ 25 000;

Motioned by Jean-Pierre Landry and resolved to accept the municipal contract list for 2023.

Carried unanimously

DEPOSIT OF PECUNIARY DECLARATIONS

It is noted that all Councillors have deposited their pecuniary interests declarations for 2024. A notice confirming the deposit of the declarations will be sent to MAMH in accordance with the law by the Director General.



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037-02-2024 **INSURANCE RENEWAL FOR VOLUNTEERS, COUNCIL AND FIREFIGHTERS**

Motioned by Leen Matthyssen and resolved to renew the insurance for volunteers, firefighters and council as presented on the insurance questionnaire for the 2024 renewal.

Carried unanimously

038-02-2024 **AUTHORIZATION OF EXPENSE – RENDEZ-VOUS LOISIR RURAL – MAY 1 AND 2 2024**

Motioned by Josey Bouchard and resolve to authorize the expense of \$400 for the registration of the Dg and Special Events Coordinator to the Rendez-vous Loisir Rural on May 1 and 2 2024 to be held at the Pontiac Conference Center, Spruceholme, Fort-Coulonge. The expense is allocated from the budgetary item: Dg meetings and travel.

Carried unanimously

CIVIL SECURITY AND FIRE SAFETY SERVICE

039-02-2024 **CHIEF'S MONTHLY REPORT**

Motioned by Suzanne Dubeau-Pilon and resolved to accept the Director of fire safety service's monthly report for January 2024.

Carried unanimously

EMERGENCY PLAN TRAINING - OMSC

It is noted that a training regarding the roles and responsibilities of the members of the emergency plan mobilization group will be given by the Ministry of Public Safety – MSP at the RA Hall. A date to be determined to be held in March.

040-02-2024 **APPROVAL OF THE CANADIAN RED CROSS AGREEMENT AND DONATION**

Motioned by Suzanne Dubeau-Pilon and resolved to accept the agreement as presented with the Canadian Red Cross and to authorize the Director General and Mayor to sign the said agreement; and to make a \$225.00 donation. The expense is allocated from the budgetary item: Public relations.

Carried unanimously

041-02-2024 **APPROVAL OF CBLFD GUIDELINES REGARDING ATTENDANCE AND AVAILABILITY**

Motioned by Jean-Pierre Landry and resolved to approve the following policy regarding attendance to monthly training and call-outs:

POLICY NO 1-2024-CBLFD GUIDELINES REGARDING AVAILABILITY and ATTENDANCE

All members of the CBLFD are responsible for participating in training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their perspective position within the CBLFD.

Within a 12-month period from November to December, all members are expected to attend at least seventy-five per cent (75%) of all training practices and twenty-five per cent (25%) of all call-outs:

- a) *No member shall be excused from attending any meeting or practice except on grounds of sickness, work, maternity and parental leave, holiday, or while on leave of absence granted by the Fire Chief (such leaves may be up to three (3) months and may be extended by the Fire Chief up one (1) year).*
- b) *Any member whose attendance falls below 75% may have their appointment as a member of the CBLFD revoked. The member will be given the opportunity to demonstrate there were extenuating circumstances for not meeting the attendance expectation.*



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- c) *Should a Member be absent for reasons covered in section a), it shall be recorded in the attendance record.*
- d) *It is the responsibility of the member to request a make-up practice session with the chief or an officer.*

Any member failing to follow the availability and attendance guideline will have their appointment status in the CBLFD reviewed by the Fire Chief.

A member unable to maintain minimum attendance requirements is to notify the Fire Chief.

It is noted that a copy of the policy will be sent to the Fire Department

Carried unanimously

042-02-2024 **AUTHORIZATION OF EXPENSE – HYDRANT DIFFUSER**

Motioned by Tim Ferrigan and resolved to authorize the expense of \$1200 plus taxes for the purchase of a hydrant diffuser. The expense is allocated from the budgetary item: hydrant maintenance.

Carried unanimously

CORRESPONDANCE

It is noted that correspondence is read to Council.

043-02-2024 **AUTHORIZATION OF EXPENSE – CONTRIBUTION TO ÉCOLE SECONDAIRE SIEUR DE COULONGE (ESSC) FIREFIGHTER CLASS**

Motioned by Stéphanie Hébert-Shea and resolved to authorize the expense of up to \$200 corresponding to \$50 per Campbell's Bay resident for the purchase of sweaters. The expense is allocated from the budgetary item: Public Relations.

Carried unanimously

044-02-2024 **CLOSING OF THE MEETING**

Motioned by Josey Bouchard and resolved to adjourn the meeting at 9:00 PM.

Carried unanimously

Raymond Pilon
Mayor

Sarah Bertrand
Director General/Clerk-treasurer