



MUNICIPALITY OF CAMPBELL'S BAY
March 12, 2024

MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON MARCH 12, 2024, AT TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.

PRESENTS ARE:

Mayor Raymond Pilon

COUNCILLORS:

Stephanie Hébert-Shea

Jean-Pierre Landry

Leen Matthyssen

Suzanne Dubeau-Pilon

Tim Ferrigan

Councillor Josey Bouchard motivated her absence

It is noted that a notice of meeting has been served to all members of Council who are not present at the opening of the meeting. (Art. 153 C.M.)

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.

045-03-2024 **ADOPTION OF THE AGENDA**

Motioned by Leen Matthyssen and resolved to accept the agenda as presented.

Carried unanimously

046-03-2024 **ADOPTION OF THE MINUTES – REGULAR MEETING OF FEBRUARY 5, 2024**

Motioned by Jean-Pierre Landry and resolved to adopt the minutes of the last meeting of February 5, 2024, sent by email.

Carried unanimously

QUESTION PERIOD

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

URBANISM

047-03-2024 **INSPECTOR'S MONTHLY REPORT**

Motioned by Tim Ferrigan and resolved to accept the Municipal Inspector's monthly report and pertaining bill of services for the month of February 2024.

Carried unanimously

048-03-2024 **PUBLIC CONSULTATION OF DRAFT BYLAW no 102-2024 REGARDING BUILDING OCCUPANCY, MAINTENANCE, HEALTH AND SAFETY**

Motioned by Leen Matthyssen and resolved that a public consultation be held on April 4, 2024, at 6p.m. in accordance with article 125 of the Act respecting land use planning and development (R.S.Q., c. A-19.1) for the presentation of project bylaw 102-2024 regarding building occupancy, maintenance, health and safety.

Carried unanimously



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CCU MEMBERS

It is noted that the CCU members be contacted to confirm their continual interest to sit on the planning committee. Following the response, a new committee will be formed at the next meeting, if necessary. The Municipality will then proceed with the mandatory training for CCU members.

PUBLIC WORKS

049-03-2024 **DIRECTOR OF PUBLIC WORKS MONTHLY REPORT**

Motioned by Jean-Pierre Landry and resolved to accept the Director of Public work's monthly report for the month of February 2024.

Carried unanimously

050-03-2024 **AUTHORIZATION OF PURCHASE – SMALL CAR FOR EMPLOYEES**

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the purchase of a 2008 Toyota Corolla from Jean Nilsson for the amount of \$2000. The expense is allocated from the budgetary item: Vehicle purchases. It is also resolved to transfer \$2000 from the budgetary item: MSP grant to vehicle purchases.

Carried unanimously

051-03-2024 **AUTHORIZATION OF EXPENSE – COLD PATCH**

Motioned by Stéphanie Hébert-Shea and resolved to authorize the purchase of a pallet of cold patch. The expense is allocated from the budgetary item: Cold patch.

Carried unanimously

052-03-2024 **AUTHORIZATION OF EXPENSE – PURCHASE OF 2 NEW TIRES FOR THE BACKHOE**

Motioned by Tim Ferrigan and resolved to purchase 2 new tires for the backhoe. The expense of \$720 + taxes is allocated from the budgetary item: vehicle maintenance.

Carried unanimously

WATER-SEWER-TRANSFER SITE

053-03-2024 **DIRECTOR OF WATER MANAGEMENT MONTHLY REPORT**

Motioned by Leen Matthyssen and resolved to accept the Director of water management and special projects coordinator's monthly report.

Carried unanimously

054-03-2024 **AUTHORIZATION OF EXPENSE – PUMPING STATIONS - TECQ**

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the expense \$ 23 007 + taxes for Smith pumping station and \$ 17 084 + taxes for Second St pumping station as quoted by Valley Pontiac Electric for the refurbishing the electrical panels on both pumping stations. The expense is allocated from the TECQ program. **It is also resolved to** add an alarm system/notification when the pumps quit, as requested by Public Works.

Carried unanimously

055-03-2024 **AUTHORIZATION TO RENEW THE LEASE - TRANSFER SITE**

Motioned by Stéphanie Hébert-Shea and resolved to authorize the renewal of the transfer site lease for the amount of \$2600 plus taxes. **It is also resolved that** the Director General and the Mayor sign the lease agreement.



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Carried unanimously

056-03-2024 **PGA-EAU – ASSET MANAGEMENT PLAN (AMP) – MINISTRY OF MUNICIPAL AFFAIRS (MAMH)**

CONSIDERING THAT the Municipality of Campbell's Bay recognizes the importance of effectively managing its municipal assets to ensure their long-term sustainability;

CONSIDERING THAT the objective of asset management is to implement the necessary activities to maintain assets in a state to provide sustainable, quality services to citizens;

CONSIDERING THAT the Asset Management Plan (AMP) contributes to achieving the Municipality's strategic objectives and providing sustainable, quality services in line with the agreed level of service;

CONSIDERING THAT the Municipality of Campbell's Bay has familiarized itself with the Ministry's AMP guide and related tools, and understands each section of the AMP;

CONSIDERING THAT the AMP makes it possible to optimize the use of financial and human resources by identifying priority assets and planning expenditures more proactively;

Motioned by Jean-Pierre Landry and resolved that the Municipality of Campbell's Bay undertakes to;

- Develop and implement a water management plan to optimize the management of its municipal assets;
- Submit to the Ministère des Affaires municipales et de l'Habitation, no later than December 31, 2026, the AMP summary and the information required by the latter.

Carried unanimously

057-03-2024 **AUTHORIZATION OF EXPENSE - ROTATING NOZZLE TO CLEAN SEWER LINES**

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$550 plus taxes for the purchase of a rotating nozzle to clean sewer lines. The expense is allocated from the budgetary item: sewer system maintenance.

Carried unanimously

PPS – DRINKING WATER PROTECTION PLAN – MEETING WITH KEY STAKEHOLDERS – MARCH 26, 2024

It is noted that a first meeting with key stakeholders regarding the elaboration of an action plan for the protection of the drinking water source is planned for March 26, 2024, at the RA Hall. The meeting will be hosted by Julie Gauthier, ing., géo., hydrogéologue and vice-president at LNA.

RA – RINK – PARKS

058-03-2024 **AUTHORIZATION OF EXPENSE – AC AND HEATING UNITS – RA HALL - PRABAM**

Motioned by Leen Matthyssen and resolved to authorize the expense and accept quote from TJ Refrigeration for \$35 600.00 + taxes and quote from Valley Pontiac Electric for \$ 11 571.69 + taxes for the supply and installation of AC and heating units at the RA Hall. The expense is allocated from the PRABAM and TECQ programs.

It is also resolved to add AC units to the bar area.

Carried unanimously



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059-03-2024 **AUTHORIZATION OF EXPENSE – SKI TRAIL GROOMER**

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the purchase of a groomer to maintain the cross country and snowshoe trail. The expense is allocated from the budgetary item: Winter Carnival.

Carried unanimously

060-03-2024 **AUTHORIZATION OF EXPENSE – HIGH-SPEED INTERNET – RA HALL**

Motioned by Jean-Pierre Landry and resolved to authorize the expense for the high-speed internet service at the RA hall. It is also resolved to authorize the Director General to sign a 3-year contract for the cost of \$69,99/month instead of \$149,99 without a contract. The expense is allocated from the budgetary item: RA hall phone and internet.

Carried unanimously

061-03-2024 **OASIS PROJECT - DEVELOPMENT OF CAMPBELL'S BAY VILLAGE CORE TOWARDS ECOLOGICAL TRANSITION AND ADAPTATION TO CLIMATE CHANGE – CREDDO AND MELCCFP**

Motioned by Jean-Pierre Landry and resolved to proceed with the OASIS project, starting October 2024. **It is also resolved to** authorize the expense of \$5000 towards the project in 2024 and to budget the balance of the Municipality's share of \$12 500 in 2025.

It is also resolved to transfer \$5000 from the budgetary item: MSP grant to OASIS project.

Carried unanimously

062-03-2024 **REQUEST TO MRC FOR CONTRIBUTION TO OASIS PROJECT**

Motioned by Suzanne Dubeau-Pilon and resolved to request from the MRC Pontiac a contribution towards the OASIS project since the scope of work consists of the station yard which is part of the PPJ owned by the MRC Pontiac.

Carried unanimously

MRC REGIONAL REPORT

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

FINANCE AND ADMINISTRATION

063-03-2024 **MONTHLY BILLS**

Motioned by Stéphanie Hébert-Shea and resolved to pay monthly bills as presented on the disbursement sheet of March 12, 2024, in the amount of \$169 811.

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 12th day of March 2024

Sarah Bertrand, DGGT



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- 064-03-2024** **AUTHORIZATION TO SIGN NEW LEASE FOR PHOTOCOPIER MACHINE XEROX COLOR VERSALINK C8130**
- Motioned by Leen Matthyssen** and resolved to authorize the Director General to sign a new 60 month lease for a new photocopier machine Xerox Color Versalink C8130 at a monthly cost of \$267.75 plus taxes, an increase of \$8.11 from the previous lease.
- Carried unanimously**
- 065-03-2024** **MUNICIPAL INSURANCE RENEWAL**
- Motioned by Jean-Pierre Landry** and resolved to renew the municipal insurance contract # MMQP-03-084030 issued by FONDS assurance des Municipalités du Québec and as presented to Council.
- Carried unanimously**
- 066-03-2024** **SUMMER DAY CAMP GRANT – CANADA POST**
- Motioned by Stéphanie Hébert-Shea** and resolved to authorize the deposit of a grant application to help cover expenses for the summer day camp in the amount of \$15 000 through the Canada Post grant program.
- Carried unanimously**
- 067-03-2024** **AUTHORIZATION OF EXPENSE – FUEL SURCHARGE – MCGRIMMON CARTAGE**
- Motioned by Tim Ferrigan** and resolved to authorize the expense of \$101.52 for fuel surcharge for year 2021. The expense is allocated from the budgetary item: residual waste contract.
- Carried unanimously**
- 068-03-2024** **APPROVAL OF OMH – VIBERT PAVILION FINANCIAL REPORT FOR 2020**
- Motioned by Suzanne Dubeau-Pilon** and resolved to accept the 2020 financial report for the OH Pontiac – Vibert Pavilion and to issue the payment of the 2020 municipal contribution to the deficit in the amount of \$6 014. The expense is allocated from OH Pontiac Deficit.
- Carried unanimously**
- It is noted that** Councillor Jean-Pierre Landry gives an update following a meeting he attended with OH Pontiac organized by the MRC Pontiac on March 6, 2024.
- 069-03-2024** **AUTHORIZATION OF EXPENSE – SECURITY SYSTEM WITH PANIC BUTTON**
- Motioned by Tim Ferrigan** and resolve to authorize the expense of \$1 649 + taxes for the installation of an Ajax wireless commercial security system including 4 panic buttons supplied and installed by WePc. The expense is allocated from the budgetary item: Office Maintenance.
- Carried unanimously**
- 070-03-2024** **ADMINISTRATIVE POLICY CONCERNING THE RULES OF GOVERNANCE FOR THE PROTECTION OF PERSONAL INFORMATION OF THE MUNICIPALITY OF CAMPBELL'S BAY**
- CONSIDERING THAT** the Municipality of Campbell's Bay (hereinafter the "Municipality") is a public body subject to the Act respecting access to documents held by public bodies and the protection of personal information, RLRQ c. A-2.1 (hereinafter the "Access Act");
- CONSIDERING THAT** the Municipality is committed to protecting the personal information it collects and processes in the course of its activities in compliance with applicable laws and regulations;
- CONSIDERING THAT** in 2022, the Municipality employed, on average, 50 employees or less, and is therefore not subject to the obligation to establish an access to information and protection of



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personal information committee in accordance with the By-law excluding certain public bodies from the obligation to establish an access to information and protection of personal information committee;

CONSIDERING THAT, in order to fulfill the obligations, set out in the Act respecting access to information and the protection of personal information, the present administrative policy concerning the rules of governance with respect to the protection of personal information has been instituted.

Motioned by Jean-Pierre Landry and resolved to accept the *Policy concerning the rules of governance for the protection of personal information* as presented.

Carried unanimously

071-03-2024

CONFIDENTIALITY POLICY OF THE MUNICIPALITY OF CAMPBELL'S BAY

CONSIDERING THAT the Municipality of Campbell's Bay (hereinafter the "Municipality") is a public body subject to the Act respecting access to documents held by public bodies and the protection of personal information, RLRQ c. A -2.1 (hereinafter the "Access Act");

CONSIDERING THAT the Municipality is committed to protecting the personal information it collects and processes in the course of its activities in compliance with applicable laws and regulations;

CONSIDERING THAT the Loi sur l'accès provides that a public body, including a municipal body, must adopt a confidentiality policy if it collects personal information by technological means;

CONSIDERING THAT such a policy must be published on the Municipality's website and disseminated by any means likely to reach any person concerned;

CONSIDERING THAT such a policy applies in a complementary manner to the Administrative Policy concerning the Municipality's rules of governance with respect to the protection of personal information;

CONSIDERING THAT, in order to fulfill the obligations, set out in the Access Act, the present Confidentiality Policy of the Municipality of Campbell's Bay is instituted.

CONSEQUENTLY, motioned by Jean-Pierre Landry and resolved to adopt the confidentiality policy as presented.

Carried unanimously

072-03-2024

HIRING OF OCCASIONAL REPLACEMENT AT THE TRANSFER SITE

Motioned by Stéphanie Hébert-Shea and resolved to hire Aidan Belanger as occasional replacement at the Transfer site.

Carried unanimously

CIVIL SECURITY AND FIRE SAFETY SERVICE

073-03-2024

TEMPORARY AGREEMENT WITH THE MUNICIPALITIES OF BRYSON AND ILE-DU-GRAND-CALUMET FOR MUTUAL AID AND AUTO-DISPATCH.

WHEREAS the Municipalities of Campbell's Bay and Litchfield entered into a temporary agreement for mutual aid and auto-dispatch regarding the provision for fire safety services on the territories of the municipalities of Bryson and Ile-Du-Grand-Calumet for 3 months signed on December 5, 2023.

WHEREAS this agreement expired on March 5, 2024;



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Motioned by Leen Matthyssen and resolved to renew the mutual aid and auto-dispatch agreements for another 3 months. It is also resolved to authorize the Director General and the Mayor to sign the said agreements.

Carried unanimously

074-03-2024 **AUTHORIZATION OF EXPENSE – FF HONORARY MEMBERS**

Motioned by Leen Matthyssen and resolved to authorize the expense for the purchase of awards to honour the 2024 honorary members of the Campbell's Bay Litchfield Fire Department. The expense is allocated from the budgetary item: FF recognition.

Carried unanimously

075-03-2024 **NEW FIREHALL PROJECT - IMPLEMENTATION PLAN AND TENDER PREPARATION FOR PROFESSIONAL SERVICES TENDER**

Motioned by Tim Ferrigan and resolved to accept Option 2 of the implementation plan as presented and prepared by A4 Architecture. **It is also resolved** to proceed with a service offer from the FQM for the preparation of the professional services tender.

Carried unanimously

MISCELLANEOUS

076-03-2024 **SALE BY PUBLIC TENDER**

Motioned by Leen Matthyssen and resolved to proceed by sale by public tender for the various equipment presented and prepared by the Director of Public Work Chris Sauriol.

Carried unanimously

077-03-2024 **MUNICIPAL COMMITTEES 2024-2025**

Motioned by Suzanne Dubeau-Pilon and resolved to accept the 2024-2025 municipal committees as prepared and presented by Mayor Pilon.

Carried unanimously

078-03-2024 **AUTHORIZATION OF EXPENSE – T-SHIRTS - SUMMER CAMP**

Motioned by Leen Matthyssen and resolved to authorize the expense of \$300 for the purchase of T-shirts for the Summer Day Camp. The expense is allocated from the budgetary item: Summer Camp Maintenance.

Carried unanimously

CORRESPONDANCE

It is noted that correspondence is read to Council.

079-03-2024 **MAY 17, 2024 – INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA**

Motioned by Stéphanie Hébert-Shea and resolved to fly the LGBTQ+ flag at the Mural Park flag on May 17, 2024, in support of the Fondation Émergence and International Day Against Homophobia and Transphobia.

Carried unanimously



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080-03-2024 AUTHORIZATION OF EXPENSE – ART PONTIAC

Motioned by Tim Ferrigan and resolved to authorize the contribution of \$35 to Art Pontiac for year 2024. The expense is allocated from the budgetary item: Public relations and Donations.

Carried unanimously

081-03-2024 CLOSING OF THE MEETING

Motioned by Jean-Pierre Landry and resolved to adjourn the meeting at 9:45 PM.

Carried unanimously

Raymond Pilon
Mayor

Sarah Bertrand
Director General/Clerk-treasurer