



## MUNICIPALITY OF CAMPBELL'S BAY

April 2, 2024

**MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON APRIL 2, 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

Josey Bouchard

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 7:00 p.m. presided by Mayor Raymond Pilon.

**089-04-2024      ADOPTION OF THE AGENDA**

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

**Carried unanimously**

**090-04-2024      ADOPTION OF THE MINUTES – REGULAR MEETING OF MARCH 12, 2024**

**Motioned by Leen Matthyssen** and resolved to adopt the minutes of the last meeting of March 12, 2024, sent by email.

**Carried unanimously**

**QUESTION PERIOD**

**VISITORS:** There is 1 visitor present and a question period is held.

**URBANISM**

**091-04-2024      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 March 2024.

**Carried unanimously**

**092-04-2024      ADOPTION BYLAW no 102-2024 REGARDING BUILDING OCCUPANCY, MAINTENANCE, HEALTH AND SAFETY STANDARDS**

**CONSIDERING THAT**, pursuant to sections 145.41 et seq. of the Act respecting land use planning and development (RLRQ, c. A-19.1), a municipality must adopt a by-law respecting the occupancy and maintenance of buildings;

**CONSIDERING THAT** a by-law on the occupancy and maintenance of buildings can be a useful addition to urban planning regulations, in particular to prevent the deterioration of buildings, ensure their protection against bad weather and preserve the integrity of their structure;

**CONSIDERING THAT** the Building Occupancy and Maintenance Bylaw must apply to heritage buildings within the meaning of paragraph 1° of section 148.0.1 of the Land Use Planning and Development Act;



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**CONSIDERING THAT** the Municipal Council also wishes to ensure acceptable housing conditions for residents;

**CONSIDERING THAT** the Municipal Council deems it appropriate to regulate occupancy, maintenance, health and safety standards for buildings on its territory;

**CONSIDERING THAT** notice of motion of this by-law was given at the regular meeting held February 6, 2024;

**THEREFORE, it is motioned by Josey Bouchard** and resolved that the bylaw 102-2024 REGARDING BUILDING OCCUPANCY, MAINTENANCE, HEALTH AND SAFETY be adopted.

Carried unanimously

**093-04-2024**      **CCU MEMBERS**

**Motioned by Suzanne Dubeau-Pilon** and resolved to launch a public invitation to join the Urban planning advisory committee.

Carried unanimously

**PUBLIC WORKS**

**094-04-2024**      **DIRECTOR OF PUBLIC WORKS MONTHLY REPORT**

**Motioned by Stéphanie Hébert-Shea** and resolved to accept the Director of Public work's monthly report for the month of March 2024.

Carried unanimously

**095-04-2024**      **AUTHORIZATION OF EXPENSE – REPLACEMENT BRUSHES FOR SWEEPER**

**Motioned by Josey Bouchard** and resolved to authorize the purchase of new bristles for the street sweeper attachment for the Kioti tractor. The expense of \$800 plus taxes is allocated from the budgetary item: Vehicle maintenance.

Carried unanimously

**096-04-2024**      **AUTHORIZATION OF EXPENSE – LEAF BLOWER**

**Motioned by Suzanne Dubeau-Pilon** and resolved to authorize the purchase a backpack leaf blower. The expense of \$750 plus taxes is allocated from the budgetary item: Equipment purchases.

Carried unanimously

**WATER-SEWER-TRANSFER SITE**

**097-04-2024**      **DIRECTOR OF WATER MANAGEMENT MONTHLY REPORT**

**Motioned by Stéphanie Hébert-Shea** and resolved to accept the Director of water management and special projects coordinator's monthly report.

Carried unanimously

**098-04-2024**      **AUTHORIZATION OF EXPENSE – NEW LAMINATE FLOORING FOR COUNCIL ROOM**

**Motioned by Leen Matthyssen** and resolved to authorize the expense \$ 2 500+ taxes for the purchase of new laminate flooring for the council room. The expense is allocated from the PRABAM program.

Carried unanimously



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It is noted that a second question period is open since one visitor just joined the meeting at 7:15 p.m.

### MRC REGIONAL REPORT

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

### FINANCE AND ADMINISTRATION

#### 099-04-2024 MONTHLY BILLS

Motioned by Tim Ferrigan and resolved to pay monthly bills as presented on the disbursement sheet of April 2, 2024, in the amount of \$

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 2<sup>nd</sup> day of April 2024

Sarah Bertrand, DGGT

#### 100-04-2024 AUTHORIZATION TO SIGN AN AGREEMENT WITH GLOBAL PAYMENTS FOR DEBIT AND CREDIT SERVICES

Motioned by Leen Matthyssen and resolved to authorize the Director General to sign a new agreement with global payments.

Carried unanimously

#### 101-04-2024 CLEANING – OFFICE

Motioned by Tim Ferrigan and resolved that Roxanne Kluge clean the municipal office including weekly window cleaning outside and inside and the outdoor main entrance for a flat rate of \$100 weekly. The cost is allocated from the administrative assistant wages.

Carried unanimously

#### 102-04-2024 ADMINISTRATIVE ASSISTANT INTERVIEW COMMITTEE

Motioned by Suzanne Dubeau-Pilon and resolved that the interview committee for the administrative assistant position be Councilors Tim Ferrigan, Jean-Pierre Landry, Leen Matthyssen and the Mayor as well as the Director General.

Carried unanimously

It is noted that Leen Matthyssen request in camera session at 7:40 p.m.

It is noted that Leen Matthyssen request out of camera session at 7:53 p.m.

#### 103-04-2024 AUTHORIZATION OF EXPENSE – EXTERNAL CONSULTANT

WHEREAS a complaint regarding a human resource matter was deposited on May 2, 2023;

Motioned by Josey Bouchard and resolved to authorize the cost of up to \$4 750 plus taxes as described as part 3 in the service proposal dated March 25, 2024. The expense is allocated from the budgetary item: Fire Department– Legal.

Carried unanimously



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### CIVIL SECURITY AND FIRE SAFETY SERVICE

104-04-2024

#### AUTHORIZATION OF EXPENSE – PREPARATION AND SUPPORT FOR THE PROFESSIONAL SERVICES TENDER – PRACIM – NEW FIREHALL PROJECT

**Motioned by Jean-Pierre Landry** and resolved to accept the terms of service and rates as described in service offer N/Réf.: 532840302401 prepared by the FQM for the preparation and support for the professional services tender for the PRACIM – Firehall project. The expense is admissible within the PRACIM program.

**Carried unanimously**

105-04-2024

#### AGREEMENT FOR THE SUPPLY OF FQM TECHNICAL PERSONNEL

**WHEREAS** the FQM has established an engineering and infrastructure service to support and advise municipalities that wish to retain this service;

**WHEREAS** the Municipality wishes to carry out the planning and management of its territory, its infrastructure and its municipal equipment and, for these purposes, use the engineering and technical expertise services of the FQM;

**WHEREAS** it is necessary to enter into an agreement with the FQM to this effect, the terms of which are applicable to all municipalities wishing to use such FQM services;

#### **MOTIONED BY JOSEY BOUCHARD AND RESOLVED:**

**THAT** the preamble forms an integral part of this resolution;

**THAT** Council authorizes the Municipality to use the FQM's engineering and technical expertise services for the planning and management of its territory, infrastructures and municipal facilities, and to this end, that the Municipality enters into an agreement with the FQM;

**THAT** the Director General, Mrs. Sarah Bertrand, and the Mayor, Mr. Raymond Pilon, be authorized to sign, on behalf of the Municipality, the agreement for the provision of technical services by the FQM, applicable to all municipalities;

**THAT** the Director General, Mrs. Sarah Bertrand, be authorized to carry out all formalities arising from this agreement.

**Carried unanimously**

### MISCELLANEOUS

106-04-2024

#### MADA STEERING COMMITTEE

**Motioned by Jean-Pierre Landry** and resolved to launch a public invitation to join the MADA Steering Committee.

**Carried unanimously**

### CORRESPONDANCE

**It is noted that** the correspondence is read to Council

107-04-2024

#### EFW MRC PONTIAC PROJECT

**Motioned by Josey Bouchard** and resolved to reconsider resolution no 064-03-2023 at the next meeting following the Town Hall meetings presented by the MRC Pontiac on April 9, 2023, at RA centre.

**Carried unanimously**



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**108-04-2024**      **CLOSING OF THE MEETING**

**Motioned by Stéphanie Hébert-Shea** and resolved to adjourn the meeting at 9:12 PM.

**Carried unanimously**

**Raymond Pilon**  
**Mayor**

**Sarah Bertrand**  
**Director General/Clerk-treasurer**