



## MUNICIPALITY OF CAMPBELL'S BAY DECEMBER 3, 2024

**MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON DECEMBER 3, 2024, AT TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.**

**PRESENT ARE:**

Mayor Raymond Pilon

**COUNCILLORS:**

Stephanie Hébert-Shea

Jean-Pierre Landry

Suzanne Dubeau-Pilon

Tim Ferrigan

Leen Matthyssen

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 7:16 p.m. presided by Mayor Raymond Pilon.

**301-12-2024      ADOPTION OF THE AGENDA**

**Motioned by Leen Matthyssen** and resolved to accept the agenda as presented with additions 10 d), 10 e), 12 d), 12 m) and 14 e).

**Carried unanimously**

**302-12-2024      WAIVER OF TIME LIMIT FOR TRANSMISSION OF DOCUMENTATION**

**WHEREAS** article 148 of the Municipal Code of Québec stipulates that all documentation useful for decision-making must be available to Council members no later than 72 hours before the time set for the start of the meeting, unless an exceptional situation arises;

**WHEREAS** all Council members are present at this meeting;

**THEREFORE**

**Motioned by Josey Bouchard and resolved**

**THAT** Council waive the time limit prescribed in Section 148 of the Quebec Municipal Code concerning the delivery of documentation useful for decision-making on items added to the agenda;

**Carried unanimously**

**303-12-2024      ADOPTION OF THE MINUTES – REGULAR MEETING OF NOVEMBER 5, 2024**

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

**Carried unanimously**

**QUESTION PERIOD**

**VISITORS:** There are no visitors present.

**URBANISM**

**304-12-2024      MONTHLY REPORT OF THE MUNICIPAL INSPECTOR**

**Motioned by Leen Matthyssen** and resolved to accept the monthly report for November prepared and signed by the municipal inspector.

**Carried unanimously**



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**UPDATE – FILE NO PFD910480**

**It is noted that** the Director General will confirm options with the municipal legal consultants regarding the assurance of maintenance and occupancy of vacant buildings on the territory of the municipality.

**PUBLIC WORKS**

**305-12-2024 PUBLIC WORKS MONTHLY REPORT**

**Motioned by Tim Ferrigan** and resolved to accept the Director of public works monthly report as presented in person.

**Carried unanimously**

**WATER-SEWER-TRANSFER SITE**

**306-12-2024 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 for the month of November 2024.

**Carried unanimously**

**SPORTS, LEISURE AND CULTURE**

**307-12-2024 PAFIRSPA - BASEBALL FIELD FENCE PROJECT- REVISED BUDGET**

**Motioned by Tim Ferrigan** and resolved to accept the revised project budget as presented.

**Carried unanimously**

**308-12-2024 RENTAL COST FOR RA HALL – PONTIAC CHAMBER OF COMMERCE WINTER GALA ON JANUARY 31, 2025**

**Motioned by Suzanne Dubeau-Pilon** and resolved that the rental costs for parties such as the Pontiac Chamber of Commerce Gala is \$1000.

**Carried unanimously**

**309-12-2024 AUTHORIZATION OF EXPENSE – FRR 4 STAIRS AT THE RINK**

**Motioned by Leen Matthyssen** and resolved to accept the quote from Delta Renovations for the construction of new stairs at the rink. The expense is admissible under the FRR 4 program.

**Carried unanimously**

**310-12-2024 PARTICIPATORY BUDGET IN COLLABORATION WITH THE MRC PONTIAC**

**WHEREAS** the Municipality of Campbell's Bay wishes to promote citizen involvement and encourage the active participation of residents in financing projects to improve local living environments;

**WHEREAS** the MRC Pontiac has allocated an envelope of \$30,000 for participatory budget projects, with equal contributions from participating municipalities;

**WHEREAS** the MRC Pontiac has defined priorities for the region, including tourism, culture and heritage, economic growth, agriculture, socio-community, sports and recreation, and the environment;

**Whereas** the objectives of the participatory budget policy include improving living environments and involving citizens in decision-making concerning local public spending;



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**WHEREAS** the municipal council has expressed an interest in participating;

**It is proposed by Jean-Pierre Landry** and resolved to participate in the Participatory Budget program, presented by the MRC Pontiac.

**Be it further resolved that** the municipality will allocate a contribution of \$10, 000 from its budget to participate in the Participatory Budget program.

**Finally, be it resolved that** the municipality will participate by offering a single call for projects.

The entire municipal contribution will be allocated to fund the projects selected in a single call for projects.

Projects will run for 2 fiscal years, and will be completed by March 31, 2026.

**Carried unanimously**

### **MRC REGIONAL REPORT**

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

### **FINANCE AND ADMINISTRATION**

**311-12-2024**

#### **MONTHLY BILLS**

**Motioned by Stéphanie Hébert-Shea** and resolved to pay monthly bills as presented on the disbursement sheet of December 3, 2024, in the amount of **147 121.22 \$**.

**Carried unanimously**

#### **Certificate of availability**

I, Sarah Bertrand, Director General and Clerk-Treasurer 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 3<sup>rd</sup> day of December 2024

Sarah Bertrand, DGGT

**312-12-2024**

#### **AUTHORIZATION OF EXPENSE – STRUCTURAL REPORT - WWTP**

**Motioned by Leen Matthyssen** and resolved to accept the offer of service dated November 15, 2024, and prepared by CIMA regarding an expert report on the structural condition of the existing wastewater treatment plant. The amount of \$5800 plus taxes is admissible under the 2024-2028 TECQ program.

**Carried unanimously**

**313-12-2024**

#### **BY-LAW 105-2024 - BY-LAW RESPECTING THE INTERNAL MANAGEMENT OF COUNCIL MEETINGS OF THE MUNICIPALITY OF CAMPBELL'S BAY**

**WHEREAS** Article 491 of the Quebec Municipal Code allows Council to adopt by-laws to regulate the conduct of Council debates and to maintain good order and decorum during meetings;

**WHEREAS** the Municipality of Campbell's Bay wishes to take action to maintain order and decorum during Municipal Council meetings;

**WHEREAS** it is appropriate for Council to adopt a by-law to this effect;

**WHEREAS** notice of motion and presentation of this by-law were given at the meeting of November 5, 2024, by Jean-Pierre Landry;



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IT IS THEREFORE MOTIONED by Josey Bouchard and resolved that ***Bylaw number 105-2024 - RESPECTING THE INTERNAL MANAGEMENT OF COUNCIL MEETINGS OF THE MUNICIPALITY OF CAMPBELL'S BAY*** is hereby adopted by Council.

**Carried unanimously**

**314-12-2024      NOTICE OF DEPOSIT OF THE 2023 FINANCIAL REPORT**

**WHEREAS** the report concerning fiscal year 2023 was filed on December 3, 2024;

**WHEREAS** pursuant to article 966.3 CM, the Treasurer shall table the financial report, the external auditor's report referred to in the first paragraph of article 966.2 and any other document the filing of which is prescribed by the Minister any report she receives at the first regular meeting of Council following receipt;

**WHEREAS** pursuant to article 176.1 CM, at least five days prior to such meeting, she gives public notice that the reports will be tabled;

**THEREFORE, IT IS PROPOSED BY JEAN-PIERRE LANDRY** and resolved to accept the filing of the financial report and any other document as prepared by Dignard Thibault, CPA, Inc.

**Carried unanimously**

**315-12-2024      BY-LAW NUMBER 106-2024 - AMENDING BY-LAW 101-2019 M02 ON CONTRACT MANAGEMENT ADOPTED AUGUST 15, 2023**

**WHEREAS** by-law number 101-2019 M02 respecting contract management was adopted by the Municipality on August 15, 2023, in accordance with article 938.1.2 of the Quebec Municipal Code ("CM");

**WHEREAS** the Act to amend the Act respecting municipal taxation and other legislative provisions (S.Q. 2023, chapter 33), assented to on December 8, 2023 (Bill 39), and the Act to amend the Act respecting municipal taxation and other legislative provisions (S.Q. 2024, chapter 4), assented to on June 6, 2024 (Bill 57), amend certain provisions of the CM with respect to certain measures that may be adopted by municipalities in their contract management by-laws;

**WHEREAS** it is necessary to amend the present Contract Management By-law to add the provisions made mandatory by these laws;

**WHEREAS** a notice of motion was given and a draft by-law was presented at the meeting of November 5, 2024;

**THEREFORE, IT IS MOTIONED BY LEEN MATTHYSSEN** and resolved that ***By-law number 106-2024 - amending by-law 101-2019 m02 on contract management adopted on August 15, 2023***, be adopted.

**Carried unanimously**

**316-12-2024      PAYMENT AUTHORIZATION NO. 5 - PROJECT TO LOOP AND REPLACE THE WATER MAIN ON FRONT AND MCLELLAN STREETS, PHASES 1B AND 2B**

**CONSIDERING THAT** a recommendation for payment no. 5 for the above-mentioned project was received from CIMA on November 21, 2024;

**CONSIDERING THAT** this recommendation concerns the release of the contractual holdback of \$44,380.26, taxes included;

**Motioned by Josey Bouchard** and resolved to authorize payment No. 5 concerning the release of the contractual holdback in the amount of \$44,380.26 taxes included to the contractor Entreprises G.N.P. Inc. Payment is authorized from the temporary loan related to the TECQ 2019-2023 program.

**Carried unanimously**



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**317-12-2024      CALENDAR OF REGULAR MEETINGS - YEAR 2025**

**CONSIDERING THAT** article 148 of the Quebec Municipal Code stipulates that Council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the coming year, setting the day and time of the beginning of each;

**THEREFORE; Moved by Jean-Pierre Landry** and resolved

**THAT** meetings begin at 7 p.m. at the Town Hall located at 59 Leslie Street, Campbell's Bay;

**THAT** the following schedule of regular council meetings for the year 2025 be adopted:

DATES	TIME	DATES	TIME
January 14, 2025	7 P.M.	July 8, 2025	7 P.M.
February 4, 2025	7 P.M.	August 12, 2025	7 P.M.
March 11, 2025	7 P.M.	September 2, 2025	7 P.M.
April 1, 2025	7 P.M.	October 1, 2025	7 P.M.
May 6, 2025	7 P.M.	November 11, 2025	7 P.M.
June 3, 2025	7 P.M.	December 2, 2025	7 P.M.

**THAT** public notice of the contents of this calendar be published by Sarah Bertrand, Clerk-Treasurer, in accordance with the Act governing the Municipality.

**Carried unanimously**

**318-12-2024      CAPITALIZATION AND AMORTIZATION POLICY FOR CAPITAL EXPENDITURES**

**Motioned by Suzanne Dubeau-Pilon** and resolved to adopt the capitalization and amortization policy for capital expenditures as presented.

**Carried unanimously**

**319-12-2024      EXPENDITURE AUTHORIZATION - PAYMENT NO. 1 - OASIS-CREDDO PROJECT**

**Motioned by Josey Bouchard** and resolved to authorize payment of invoice no. 754972784 in the amount of \$43,750.00 to CREDDO corresponding to the 1st instalment for the OASIS project - village core development. Payment is authorized from the OASIS program and budget item: OASIS project.

**Carried unanimously**

**320-12-2024      BUDGET TRANSFER - OASIS PROJECT**

**It is proposed by Leen Matthyssen** and resolved to transfer the additional amount of \$3,750 from the MSP budget item to the OASIS project budget item. **It is noted that** the total contribution for the year 2024 to the OASIS project is \$8,750.

**Carried unanimously**

**321-12-2025      HOLIDAY SCHEDULE – 2024**

**Motioned by Tim Ferrigan** and resolved to accept the holiday schedule for the collection of residual and recyclable materials and the closing of the Town Hall administrative office.

**Carried unanimously**

**322-12-2025      MODIFICATION OF THE DATE FOR THE PUBLIC MEETING TO ADOPT THE 2025 BUDGET**

**Motioned by Suzanne Dubeau-Pilon** and resolved to change the date of the budget adoption public meeting previously scheduled for December 19 to December 17, 2024, at 6:00 p.m.

**Carried unanimously**



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- 323-12-2024**      **HUMAN RESOURCES**  
**MODIFICATION OF ELIGIBILITY PERIOD - GROUP INSURANCE**
- Motioned by Suzanne Dubeau-Pilon** and resolved to change the eligibility date for group insurance membership for Scott Tubman to correspond to the date of hire
- Carried unanimously
- 324-12-2024**      **CASUAL HELP - CALL FOR APPLICATIONS**
- Motioned by Josey Bouchard** and resolved to issue a call for applications for an occasional recall list for various tasks including the skating rink, transfer center and waste collection.
- Carried unanimously
- CIVIL SECURITY AND FIRE SAFETY SERVICE**
- 325-12-2024**      **DIRECTOR OF FIRE SAFETY SERVICE MONTHLY REPORT**
- Motioned by Leen Matthyssen** and resolved to accept the Director of FSS monthly report for the month of November 2024.
- Carried unanimously
- PRISME ARCHITECTURES – PROGRESS REPORT – NEW FIREHALL PROJECT**
- It is noted that** the Director General presents to Council a revised plan in progress including optimizations as prepared by Prisme Architecture for the new firehall project.
- 326-12-2024**      **AUTO DISPATCH AGREEMENT WITH THE MUNICIPALITIES OF SHAWVILLE AND CLARENDON FIRE SAFETY SERVICES**
- WHEREAS** the municipalities of Campbell's Bay, Litchfield, Shawville, and Clarendon entered into a mutual aid agreement for fire safety services in 2011, as per Resolution 165-10-11;
- WHEREAS** due to a limited number of available firefighters during weekdays, this agreement was modified in March 2016 to establish an auto-dispatch arrangement for all four municipalities as per resolution 049-03-16;
- WHEREAS** the number of firefighters available during weekdays has now reached a sufficient level;
- Motioned by Tim Ferrigan and resolved**
- **THAT** the auto-dispatch agreement with Shawville and Clarendon be cancelled effective December 4, 2024;
  - **THAT** the original mutual aid agreement from 2011 remain in effect; and
  - **THAT** the original agreement be reviewed and, if required, be updated to address the current mutual aid needs of the municipalities in terms of fire safety services.
- Carried unanimously
- 327-12-2024**      **AUTHORIZATION OF EXPENSE - FIRE HALL PROJECT – PAYMENT NO 3 – PRISME ARCHITECTURE**
- Moved by Tim Ferrigan** and resolved to authorize the payment of \$48 806.48 to PRISME architecture relating to invoice no 24474. This expenditure authorization is part of the construction project for a new fire station. The expenditure is eligible under the PRACIM program and charged to the budget item - Firehall-PRACIM/ borrowing by-law no. 103-2024.
- Carried unanimously



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**CORRESPONDANCE**

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

**328-12-2024**

**REQUEST FOR WATER SERVICE – 76 LAFORET ROAD, MUNICIPALITY OF LITCHFIELD**

**WHEREAS** a request was received from the owner, Vincent Sicard, of the property situated at 76 Laforet rd., Municipality of Litchfield, requesting water service from the Municipality of Campbell's Bay;

**WHEREAS** in virtue of article 24 of the *Regulation respecting waterworks and sewer services – Environment Quality Act*, every operator of a waterworks or sewer service must connect to the operator's system, for domestic consumption, every immovable along or in the immediate vicinity of the system following the request of the owner or the person who occupies or has possession of the immovable;

**WHEREAS** in virtue of article 53 of the *Regulation respecting waterworks and sewer services – Environment Quality Act*, regarding the provisions applicable to waterworks and sewer systems operated by a municipality outside its territory;

**It is motioned by Josey Bouchard** and resolved:

**THAT** the Municipality of Campbell's Bay agree to supply water to the owner of the property situated at 76 Laforet rd., Municipality of Litchfield;

**THAT** an annual service fee and administration fee be charged as determined in the annual municipal tax and service bylaw of the Municipality of Campbell's Bay;

**THAT** all other fees related to the connection, maintenance and repairs of the service line are the sole responsibility of the property owner of 76 Laforet rd., Litchfield;

**THAT** the usage of the Municipality of Campbells Bay water be for domestic consumption only;

**THAT** the said water is raw water is not treated with chlorine or any other treatment;

**THAT** the said property owner has received all proper permissions with the Municipality of Litchfield and is therefore in conformity of all municipal bylaws;

**THAT** the said property owner be made aware by attesting to the said conditions within this resolution;

**THAT** the connection to the mainline be in conformity with the existing waterworks plans establishing the location of the shut off which will be located directly in front of the residence.

**Carried unanimously**

**329-12-2025**

**AUTHORIZATION OF EXPENSE – ESSC BURSARIES**

**Motioned by Suzanne Dubeau-Pilon** and resolved to authorize the expense of \$50 bursary for each graduating student of ESSC residing in the Municipality of Campbell's Bay. The expense is allocated from the budgetary item: Public relations.

**Carried unanimously**

**330-12-2024**

**CLOSING OF THE MEETING**

**Motioned by Tim Ferrigan** and resolved to adjourn the meeting at 10:21 PM.

**Carried unanimously**

**Raymond Pilon  
Mayor**

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