



MUNICIPALITY OF CAMPBELL'S BAY SEPTEMBER 2, 2025

MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON SEPTEMBER 2, 2025, AT TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.

PRESENT ARE:

Mayor Raymond Pilon

COUNCILLORS:

Jean-Pierre Landry

Tim Ferrigan

Josey Bouchard

Stéphanie Hébert-Shea

Leen Matthyssen

Suzanne Dubeau-Pilon

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.

175-09-2025

ADOPTION OF THE AGENDA AND WAIVER OF THE 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,

Moved by Tim Ferrigan and resolved

THAT Council accept the agenda as presented with additions: 16b) Maison de la famille

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

Carried unanimously by all councillors present.

176-09-2025

ADOPTION OF THE MINUTES – REGULAR MEETING OF AUGUST 12, 2025

Moved by Jean-Pierre Landry and resolved to adopt the minutes of the last meeting of August 12, 2025, sent by email.

Carried unanimously by all councillors present.

QUESTION PERIOD

VISITORS: A Question period was held.

It is noted that Mr. Darryl Crawford, member of the organizing committee of the Adult Ball League, presented Council with a contribution of \$4,000 as well as a \$600 refrigerator for the canteen to support the municipality's sports and leisure lending boxes.

It is also noted that Ms. Kaitlyn Bertrand presented Council with information regarding water-related accidents and suggested possible solutions to help prevent such incidents.

URBANISM



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177-09-2025 **MONTHLY REPORT OF THE MUNICIPAL INSPECTOR**

Moved by Leen Matthyssen and resolved to accept the inspector's monthly report for August.

Carried unanimously by all councillors present.

178-09-2025 **PUBLIC WORKS**

MONTHLY REPORT FROM DIRECTOR OF PUBLIC WORKS

Moved by Suzanne Dubeau-Pilon and resolved to accept the monthly report from the Director of public works as presented.

Carried unanimously by all councillors present

179-09-2025 **BUDGETARY ITEM TRANSFER – TIRES FOR FORD TRUCK**

Moved by Josey Bouchard and resolved to transfer \$2000 from RA hall roof to vehicle maintenance.

Carried unanimously by all councillors present.

STREETS AND SIDEWALKS

PROGRAMME D'AIDE À LA VOIRIE LOCALE - VOLET PROJETS PARTICULIERS D'AMÉLIORATION

It is noted that, following the recommendation of our MNA, financial assistance has been granted to the municipality for the execution of road improvement work under the Local Road Assistance Program – Special Improvement Projects by Electoral District (PPA-CE).

WATER-SEWER-TRANSFER SITE

180-09-2025 **DIRECTOR OF WATER MANAGEMENT MONTHLY REPORT**

Moved by Stéphanie Hébert-Shea and resolved to accept the Director of water management and special projects coordinator's monthly report for the month of August 2025.

Carried unanimously by the councillors present.

GARBAGE AND COMPOSTING SCENARIOS

It is noted that a working session relating to future garbage and composting collection scenarios will be scheduled.

181-09-2025 **AUTHORIZATION OF EXPENSE – COMPOSTING BINS**

Moved by Josey Bouchard and resolved to authorize the expense of \$26 185.80 plus taxes for the supply of 350 – 120-litre brown bins and 350 – 7-litre kitchen bins. The expense is allocated from the budgetary item: RA hall roof. **It is noted that** a grant of \$ 12 984 was received by Recyc-Québec for the purchase of these bins.

Carried unanimously by all councillors present.

SPORTS, LEISURE AND CULTURE

BOXUP STATION

It is noted that the allocated budget for the acquisition of a modular BoxUp station for the distribution of sports and leisure equipment at Maurice Beaugard Park is being revised;



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182-09-2025 REQUEST FROM YOUTH SOFTBALL LEAGUE

WHEREAS the Youth Softball League approached Council for a contribution towards the payment and training of umpires;

Moved by Suzanne Dubeau-Pilon and resolved that the League reach out first to the Maison des Jeunes du Pontiac, as they are the governing organization of the Pontiac Youth Softball Leagues.

Carried unanimously by all councillors present

183-09-2025 2025 PARTICIPATORY BUDGET

WHEREAS the Municipality of Campbell's Bay has implemented a participatory budget process in order to promote civic engagement and encourage active resident participation in the improvement of their living environment;

WHEREAS the citizens of Campbell's Bay were invited to submit and vote for structuring projects, and this process was carried out in a transparent and inclusive manner;

WHEREAS the analysis committee recommended two finalist projects, and a citizen's vote was held from August 8 to August 22, 2025, at noon;

WHEREAS the project that received the majority of votes is:
Improvement of the baseball field canteen (redevelopment of the facility to include a snack counter, a space for rental services, and dedicated storage);

It is moved by Tim Ferrigan and resolved:

1. To ratify the results of the 2025 participatory budget citizen vote;
2. To confirm that the winning project, improvement of the baseball field cafeteria, will be funded up to a maximum of \$20,000, in accordance with the budget envelope provided;
3. To authorize the municipal administration to take the necessary steps to implement the project, including the required calls for tenders and administrative follow-up.

Carried unanimously by all councillors present

184-09-2025 AUTHORIZATION OF EXPENSE – GUARD WIRES FOR BALLFIELD NET POLES

Moved by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$ 3 986 plus taxes for the supply and installation of guard wires for the ballfield net poles. The expense is allocated from the PARFIRSPA grant program.

Carried unanimously by all councillors present.

MURAL PARK FENCE

It is noted that a plan for a fence, designed to enhance the mural and its surroundings, was presented to Council, and that this project will be deferred to the 2026 Budget.

FINANCE AND ADMINISTRATION

185-09-2025 MONTHLY BILLS

Moved by Stéphanie Hébert-Shea and resolved to pay monthly bills as presented on the disbursement sheet of September 2, 2025, in the amount of 33 668.12 \$.

Carried unanimously by all councillors present.



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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 2nd day of September 2025

Sarah Bertrand, DGGT

MRC PONTIAC – LAND SALE FOR NON-PAYMENT OF TAXES

It is noted that Council may authorize the Secretary-Treasurer, Director General, to bid, for and on behalf of the Municipality, on certain properties subject to the tax sale to be held on September 11, 2025, up to the amount of taxes owing, including principal, interest, and fees.

It is noted that Chris Sauriol and Kaitlyn Bertrand leave the meeting at 8:05 p.m.

HUMAN RESOURCES

186-09-2025

CONDITIONS OF EMPLOYMENT AGREEMENT – DIRECTOR OF FIRE SAFETY SERVICES

It is noted that Councillor Josey Bouchard requested to proceed in camera from 8:09 p.m. to 8:18 p.m.

Moved by Councillor Jean-Pierre Landry and resolved to accept and authorize the Director General and the Mayor to sign the Conditions of Employment Agreement for the Director of Fire Safety Services, Mr. Kevin Kluge.

Carried unanimously by all councillors present.

ELECTION OF THE WARDEN BY UNIVERSAL SUFFRAGE – PROPOSED AGREEMENT TO BE CONCLUDED WITH PARTICIPATING MUNICIPALITIES

It is noted that a proposed agreement regarding the election of the warden by universal suffrage is being prepared by the MRC.

187-09-2025

AUTHORIZATION OF EXPENSES – ELECTION REMUNERATION

Moved by Councillor Leen Matthyssen and resolved:

To authorize election remuneration of \$22.54 per hour for all election personnel;

To authorize a 12% increase to the base salary of the Returning Officer and the Secretary of Election, in accordance with the remuneration payable during municipal elections and referendums for 2025, as published in Part 1 and Part 2 of the Official Gazette of Québec on December 28, 2024, and February 5, 2025.

Carried unanimously by all councillors present

CIVIL SECURITY AND FIRE SAFETY SERVICE

188-09-2025

APPROVAL OF DIRECTOR OF FIRE SAFETY SERVICES MONTHLY REPORT

Moved by Leen Matthyssen and resolved to accept the director of FSS monthly report for the month of August 2025.

Carried unanimously by the councillors present



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189-09-2025 AUTHORIZATION OF A LOAN AND SIGNING OF FINANCING DOCUMENTS

WHEREAS the Municipality must proceed with the acquisition of a vehicle and finance the purchase cost through a loan;

WHEREAS Desjardins Entreprises has submitted a financing offer in the amount of \$44,737.35, at a fixed rate of 5.80%, amortized over 5 years, with monthly payments including both principal and interest;

WHEREAS the total cost of interest over the term of the loan is estimated at \$6,908.99, for a total payable amount of \$51,646.34 over five years;

WHEREAS repayments will be made monthly and include both principal and interest;

WHEREAS the payments related to this loan will form part of the new shared budget of the Fire Safety Service, in accordance with the intermunicipal agreements concluded between Campbell's Bay, Litchfield, Bryson, and L'Île-du-Grand-Calumet;

THEREFORE, it is moved by Josey Bouchard and resolved:

To authorize a loan from Desjardins Entreprises in the amount of \$44,737.35 under the conditions mentioned above;

To authorize the Director General and the Mayor to sign, for and on behalf of the Municipality, all documents related to this financing;

To authorize that monthly payments in the amount of \$860.75, for an annual total of \$10,329.00, be withdrawn and integrated into the shared budget of the Fire Safety Service;

That this financing be repaid over a period of 5 years, for a total cost of \$51,646.34, including interest, which shall be assumed and apportioned according to the terms of the intermunicipal agreements.

Carried by all councillors present

190-09-2025 AUTHORIZATION OF EXPENSE – BUNKER SUITS

Moved by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$6 619.50 plus taxes for the purchase of 2 bunker suits. The expense is allocated from the budgetary item: Fire – Bunker Suits

Carried unanimously by all councillors present.

191-09-2025 ADDENDA TO OFFER TO PURCHASE AGREEMENT – LAND TRANSFER– FIREHALL PROJECT

Moved by Jean-Pierre Landry and resolved to accept the addendum to the offer to purchase regarding the land transfer for the construction of the new firehall, as presented and discussed.

Carried unanimously by all councillors present.

192-09-2025 RENEWAL OF THE NEIGHBOURHOOD WATCH PROGRAM

WHEREAS the Municipality of Campbell's Bay wishes to promote safety, vigilance, and quality of life in its community;

WHEREAS Councillor Suzanne Dubeau-Pilon has proposed the recreation of a Neighbourhood Watch program in partnership with the Sûreté du Québec and has volunteered to take the lead in recruiting and mobilizing citizen participants;

WHEREAS the program will be carried out in collaboration with residents, the Municipality, and the Sûreté du Québec, it being understood that volunteers do not exercise any police powers;



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THEREFORE,

It is moved Leen Matthyseen and resolved:

THAT the Municipality of Campbell's Bay officially renew the Neighbourhood Watch program;

THAT Councillor Suzanne Dubeau-Pilon is responsible for reinitiating and coordinating the program with the Sûreté du Québec and for inviting residents to take part;

THAT the Municipality support this initiative by providing logistical assistance, such as meeting space, communication on municipal platforms, and collaboration with the Sûreté du Québec for prevention materials and signage.

Note: Insurance for Volunteers (Neighbourhood Watch)

- Civil Liability: Volunteers are automatically covered under the Municipality's civil liability insurance. This protects against material or bodily damage caused to third parties while acting for and on behalf of the Municipality.
- Accident Coverage: Volunteers are also covered for bodily injuries they may sustain in the course of their volunteer work. Additional details will be provided by the FQM.
- Next Steps: The insurer will also ask their prevention service to contact us to determine if any specific procedures or safety measures should be put in place for the Neighbourhood Watch program. Volunteers are covered, both for damages they may cause and for injuries they may suffer, with prevention guidelines to follow.

Carried unanimously by all councillors present

193-09-2025

AUTHORIZATION OF EXPENSE – INSURANCE FOR VOLUNTEERS

Moved by Suzanne Dubeau-Pilon and resolved to select option B regarding insurance for 15 volunteers with FQM Assurances.

Carried unanimously by all councillors present

194-09-2024

APPROVAL OF THE INTERMUNICIPAL AGREEMENT REGARDING THE CONTRIBUTION TO THE COSTS OF THE FIRE CHIEF'S VEHICLE

WHEREAS the Municipality of Campbell's Bay has acquired a used vehicle for the use of the Director of the Intermunicipal Fire Service;

WHEREAS the Municipality of Bristol benefits from the services of this Director in the course of fire service operations;

WHEREAS both municipalities wish to enter into an intermunicipal agreement to share certain costs related to the use of this vehicle;

THEREFORE,

It is moved by Stéphanie Hébert-Shea and resolved:

THAT the Municipality approves the intermunicipal agreement regarding the contribution to the costs of the Fire Chief's vehicle, as presented;

THAT the Mayor and the Director General/Clerk-Treasurer is authorized to sign said agreement on behalf of the Municipality;

THAT this resolution be attached to the agreement as Schedule A to form an integral part thereof.

Carried unanimously by all councillors present.



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195-09-2025 AUTHORIZATION OF A WORKSHOP ON HEALTHY EATING

WHEREAS the Municipality wishes to support the creation of environments that promote healthy lifestyle habits and contribute to the well-being of its citizens;

WHEREAS a workshop on healthy eating will be offered free of charge to residents in order to:

- improve knowledge of balanced nutrition, nutritional needs, and the impact of diet on health;
- explain macronutrients (proteins, fats, carbohydrates) and micronutrients (minerals, vitamins);
- help develop skills for making informed food choices, such as reading nutrition labels and understanding ingredient lists;

WHEREAS this leisure activity will be offered in the evening, free of charge for participants, with advance registration recommended for determining the number of attendees;

Moved by Josey Bouchard and resolved:

THAT Council authorizes the organization and promotion of a Healthy Eating Workshop as described above;

THAT this activity be offered free of charge to citizens, with registration encouraged;

THAT the municipal administration takes the necessary steps to support the delivery of this workshop;

THAT an expense of \$350 be authorized to have this workshop delivered by Manon Cronier, Prévention.

Carried unanimously by all councillors present.

BILL 69 - HERITAGE BUILDING INVENTORY LIST AND CHECKLIST GUIDE

It is noted that the heritage building checklist guide and preliminary inventory list prepared by the MRC Pontiac in accordance with article 120.2 of the Cultural Heritage Act as amended by Bill 69 in 2021 was presented to Council.

CORRESPONDANCE

It is noted that the correspondence is read to Council.

196-09-2025 CLOSING OF THE MEETING

Moved by Jean-Pierre Landry and resolved to adjourn the meeting at 9:40 PM.

Carried unanimously by the councillors present

**Raymond Pilon
Mayor**

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