



MUNICIPALITY OF CAMPBELL'S BAY NOVEMBER 18, 2025

MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON NOVEMBER 18, 2025, AT TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.

PRESENT ARE:

Mayor Raymond Pilon

COUNCILLORS:

Tim Ferrigan

Stéphanie Hébert-Shea

Leen Matthyssen

Suzanne Dubeau-Pilon

Willy Rivet

Denis Jr. Dagenais

Also attending the meeting is Director General and Clerk-Treasurer, Sarah Bertrand.

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.

231-11-2025

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 Stéphanie Hébert-Shea and resolved

THAT Council accept the agenda as presented with additions: 12e) Sale by Public Tender

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.

232-11-2025

ADOPTION OF THE MINUTES – REGULAR MEETING OF OCTOBER 1, 2025

Moved by Tim Ferrigan and resolved to adopt the minutes of the last meeting of October 1, 2025, sent by email.

Carried unanimously by all councillors present.

QUESTION PERIOD

It is noted that there are no visitors.

URBANISM

233-11-2025

AUTHORIZATION OF EXPENSE TO RESEARCH ANY SERVITUDES RELATING TO STORM DRAINAGE FOR FILE NO 202511-1

WHEREAS Council wishes to obtain all relevant information regarding the possible existence of servitudes or rights related to stormwater drainage affecting the property;

WHEREAS it is necessary to conduct legal and cadastral research in order to verify the existence, scope, and conditions of such servitudes;



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WHEREAS these inquiries are essential to ensure proper management of municipal infrastructure and to protect the Municipality's interests;

Moved by Tim Ferrigan and resolved:

1. To authorize the Municipality to retain the necessary professional services to conduct all research relating to any existing servitudes or rights concerning stormwater drainage on pertaining property.
2. To authorize the Director General to undertake any actions required to carry out this resolution.
3. To confirm that this research is required for the proper management of municipal infrastructure.
4. To allocate the related expense from the Legal Fees budget line.

Carried unanimously by all councillors present.

WATER-SEWER-TRANSFER SITE

234-11-2025

AUTHORIZATION OF EXPENSE FOR THE SUPPLY AND DELIVERY OF SALT FOR 2026

WHEREAS the Municipality must purchase water softener salt annually to ensure proper operation of municipal infrastructure;

WHEREAS Council has reviewed the proposed 2026 cost from JLS in Bryson for the supply and delivery of salt;

WHEREAS it is necessary to authorize this expense for the continuity of municipal operations;

Moved by Suzanne Dubeau Pilon and resolved:

1. To authorize the expense for the supply and delivery of salt for the year 2026 from JLS in Bryson at a cost of \$550 per bag, plus \$10 per delivery.
2. To confirm that this purchase is required for the proper functioning of municipal systems.
3. To authorize the Director General to undertake any required administrative actions.
4. To allocate this expense to the budget item Water Softener Salt.

Carried unanimously by all councillors present.

235-11-2025

AUTHORIZATION OF EXPENSE FOR THE PREPARATION OF A TECHNICAL NOTE FOR THE LUNAM STREET PUMPING STATION

WHEREAS the Municipality must obtain a technical assessment of the Lunam Street wastewater pumping station to properly evaluate its capacity and operational limitations;

WHEREAS the engineering firm CIMA+ has submitted a service offer, identified as P0001131, for the preparation of this technical note;

WHEREAS obtaining this technical note is necessary for planning future upgrades, ensuring regulatory compliance, and supporting long-term infrastructure decisions;

Moved by Stéphanie Hébert Shea and resolved:

1. To authorize the expense for the preparation of a technical note for the Lunam Street pumping station, in accordance with CIMA+ Service Offer P0001131.
2. To confirm that this analysis is required for the proper evaluation and planning of municipal wastewater infrastructure.
3. To authorize the Director General to undertake any required administrative actions, including signing any related documents.
4. To allocate the expense to the appropriate wastewater infrastructure budget item.

Carried unanimously by all councillors present.



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DELIVERY OF BLUE BINS

It is noted that the Director General informs Council regarding the delivery of the new blue bins. Additional information regarding the bins and the updated recycling collection schedule will be provided by the MRC shortly.

SPORTS, LEISURE AND CULTURE

236-11-2025 WINTER ACTIVITIES FUNDING APPLICATION 2026 – MRC PONTIAC - APPROVAL OF THE 2026 CAMPBELL'S BAY WINTER CARNIVAL

WHEREAS the Municipality of Campbell's Bay wishes to support initiatives that promote the vitality and development of its community.

WHEREAS the Municipality of Campbell's Bay wishes to hold the 2026 Campbell's Bay Winter Carnival in 2026 for residents of its community, on February 15, 2026.

WHEREAS this event contributes to community life, civic participation, and the promotion of the region.

Moved by Leen Matthyssen and resolved unanimously to authorize the request to the MRC Pontiac for funding to support the event: 2026 Campbell's Bay Winter Carnival.

Carried unanimously by all councilors present

FINANCE AND ADMINISTRATION

237-11-2025 MONTHLY BILLS

Moved by Tim Ferrigan and resolved to pay monthly bills as presented on the disbursement sheet of November 18th, 2025, in the amount of 36 763.04 \$.

Carried unanimously by all councilors present.

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 18th day of November 2025

Sarah Bertrand, DGGT

238-11-2025 PROGRAMMING VERSION NO. 3 – TRANSFER PROGRAM FOR QUÉBEC'S DRINKING WATER AND WASTEWATER INFRASTRUCTURE (TECQ) 2024–2028

WHEREAS THAT:

The Municipality has reviewed the Guide to the Terms and Conditions for the Disbursement of Government Contributions under the Transfer Program for Québec's Drinking Water and Wastewater Infrastructure (TECQ) for the years 2024 to 2028;

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;

Moved by Leen Matthyssen and resolved that:

1. The Municipality undertakes to comply with the applicable terms and conditions outlined in the Guide;



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2. The Municipality undertakes to be solely responsible and to hold harmless the Government of Canada and the Government of Quebec, including their ministers, senior officials, employees, and agents, from any liability related to claims, demands, losses, damages, or costs of any kind resulting from injuries to persons, death, property damage, or property loss caused directly or indirectly by actions—whether negligent or intentional—related to investments made using financial assistance from the TECQ 2024–2028 program;
3. The Municipality approves the content of the attached work programming (Version No. 3) and authorizes its submission to the Ministry of Municipal Affairs and Housing, along with any other required documentation, in order to receive the confirmed government contribution;
4. The Municipality commits to submitting an annual update of its work programming between October 1 and February 15 during the program period;
5. The Municipality commits to carrying out the required autonomous investments over the full five-year span of the program;
6. The Municipality undertakes to inform the Ministry of any modifications made to the approved work programming covered by this resolution.

Carried unanimously by the councilors present

239-11-2025

EXTENSION OF DEADLINE FOR THE ADOPTION OF THE 2026 BUDGET AND TPI

WHEREAS according to articles 953.1 and 954 of the *Municipal Code of Québec*, a municipality must normally adopt its annual budget and Three-Year Capital Plan (TPI) before the start of the fiscal year, which corresponds to December 31;

WHEREAS in a municipal election year, these same provisions allow municipalities to adopt their budget on or before January 31 of the following year;

WHEREAS the Municipality of Campbell's Bay is currently in an election year and requires additional time to finalize the 2026 budget and TPI;

Moved by Tim Ferrigan and resolved:

1. To extend the adoption date of the Municipality of Campbell's Bay's 2026 budget and Three-Year Capital Plan (TPI) to January 31, 2026, in accordance with Articles 953.1 and 954 C.M.Q.
2. To authorize the Director General to schedule and convene the required budget adoption meeting within this extended timeframe.
3. To confirm that this extension is made in accordance with the provisions applicable during a municipal election year.

Carried unanimously by all councillors present.

240-11-2025

AUTHORIZATION TO SUBMIT A FUNDING REQUEST FOR TWO STUDENT POSITIONS UNDER THE CANADA SUMMER JOBS PROGRAM

WHEREAS the Municipality wishes to hire two students to support the 2026 Summer Day Camp program;

WHEREAS the Canada Summer Jobs (CSJ) federal grant program provides financial assistance to employers for hiring students during the summer period;

WHEREAS the Municipality is eligible to apply for funding under this program;



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Moved by Leen Matthyssen and resolved:

1. To authorize the submission of a funding request under the Canada Summer Jobs program for two student positions to support the Municipality's Summer Day Camp.
2. To authorize the Director General to complete and submit all required documentation related to this funding request.
3. To confirm that the Municipality will comply with all requirements and obligations associated with the Canada Summer Jobs program.

Carried unanimously by all councilors present.

241-11-2025

ACCEPTANCE OF A BID RECEIVED - SALE BY PUBLIC TENDER FOR MUNICIPAL EQUIPMENT

WHEREAS the Municipality issued a public tender for the sale of various surplus municipal equipment;

WHEREAS a bid in the amount of \$400 was submitted by Andy Frost for the landscaping trailer;

WHEREAS Council has reviewed the bid and considers it acceptable;

Moved by Suzanne Dubeau Pilon and resolved:

1. To accept the bid of \$400 submitted by Andy Frost for the purchase of the landscaping trailer, as part of the public tender for surplus municipal equipment.
2. To authorize the Director General to finalize the transaction and complete all necessary documentation.
3. To declare the landscaping trailer sold upon receipt of payment.

Carried unanimously by all councillors present.

CIVIL SECURITY AND FIRE SAFETY SERVICE

REPAIRS TO THE RESCUE VAN

It is noted that the Director General informs Council that the on-board generator of the rescue van is not functioning. A specialized company is currently assessing the issue and will provide the Municipality with a repair quote.

MISCELLANEOUS

242-11-2025

AUTHORIZATION OF EXPENSES FOR THE 2025 CHRISTMAS PARTY

WHEREAS the Municipalities of Campbell's Bay and Litchfield will host a Christmas party for municipal employees, council members, and the fire department;

WHEREAS the event includes a cocktail hour, entertainment, and dinner, and the Municipality must authorize the necessary expenses for its organization;

WHEREAS tickets for employee spouses, as well as for council members and their spouses, are available for purchase at a cost of \$45 per ticket;

Moved by Leen Matthyssen and resolved:

1. To authorize the expenses related to the organization and hosting of the 2025 Municipal Christmas Party.
2. To confirm that tickets for employee spouses, and for council members and their spouses, are available for purchase at \$45 each.
3. To authorize the Director General to undertake all required administrative actions related to the event.

Carried unanimously by all councilors present.



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243-11-2025 AUTHORIZATION OF REGISTRATION AND EXPENSES FOR MANDATORY TRAINING COURSES FOR COUNCIL MEMBERS

WHEREAS municipal council members are required to complete two mandatory training courses:

1. the training on ethics and municipal ethics and deontology, in accordance with article 15 of the *Loi sur l'éthique et la déontologie en matière municipale*;
2. the training on the role of municipal council members and the municipal system, as prescribed by the *Règlement sur la formation des élus municipaux edicted on May 15, 2025 following the sanction of Bill 57*;

WHEREAS Council must authorize the related training expenses so that its members may be duly registered;

Moved by Stéphanie Hébert-Shea and resolved:

1. To authorize the registration and expenses in the amount of \$2,100 for the two mandatory training courses required for council members.
2. To authorize the Director General to proceed with registration and payment of the required training sessions.
3. To confirm that this expense is necessary to comply with legislated obligations for elected municipal officials.

Carried unanimously by all councilors present.

244-11-2025 AUTHORIZATION OF EXPENSE – CHRISTMAS PARADE PUBLICITY

WHEREAS the Municipality of Campbell's Bay will host the Campbell's Bay Litchfield Christmas Parade on December 6, 2025, at 1:00 p.m.;

WHEREAS the Municipality wishes to ensure proper visibility of the event to encourage community participation;

WHEREAS the cost to publish advertisements in *The Equity* and the *Pontiac Journal* totals approximately \$250;

Moved by Willy Rivet and resolved:

1. That Council authorizes the expenditure of \$250 for advertising the Christmas Parade in *The Equity* and the *Pontiac Journal*;
2. That this expenditure is charged to the Christmas Parade budget item;
3. That the Director General is mandated to prepare and submit the advertisements accordingly.

Carried unanimously by all councilors present

PECUNIARY INTEREST DECLARATIONS

It is noted that all members of Council have filed their Declaration of Pecuniary Interests, in accordance with sections 357 and 358 of the *Act respecting elections and referendums in municipalities* (LERM).

It is also noted that, following the sanction of Bill 104 on November 12, 2025, section 360.2 of the LERM has been repealed. It is therefore no longer required to prepare or transmit the annual statement of pecuniary interest declarations to the Ministry of Municipal Affairs. The obligation for elected officials to file an annual update of their declaration remains, but the deadline has been modified. The updated declaration must now be filed no earlier than the second-to-last regular meeting of the financial year and no later than the last regular meeting.



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245-11-2025 HOLIDAY OFFICE CLOSURE – MUNICIPAL ADMINISTRATION

Moved by Denis Jr. Dagenais and resolved that the Municipal Council authorize the closure of the municipal administration office from December 22, 2025, to January 4, 2026, inclusively;

Carried unanimously by all councilors present.

RADON AWARENESS SESSION AND TEST KIT DISTRIBUTION

It is noted that the Director General informs Council that an information session on radon, along with the distribution of radon testing kits, will take place on November 25 at the RA Hall, in collaboration with the Municipality of Litchfield and TAKE ACTION ON RADON initiative by Health Canada.

CORRESPONDANCE

It is noted that the correspondence is read to Council.

246-11-2025 CLOSING OF THE MEETING

Moved by Stéphanie Hébert-Shea and resolved to adjourn the meeting at 9:33 PM.

Carried unanimously by the councilors present

**Raymond Pilon
Mayor**

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