



**MUNICIPALITY OF CAMPBELL'S BAY  
DECEMBER 2, 2025**

**MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON DECEMBER 2, 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  
Willy Rivet  
Denis Jr. Dagenais

Councillor Suzanne Dubeau-Pilon motivated her absence.

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.

**247-12-2025**

**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: 8e) – Authorization of expense – Front St pumping station; 9c) – Authorization of expense – Christmas lights for Front St; 11h) – Submission of final application to the GMF; 11i) – Deposit of final report – OASIS

**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.**

**248-12-2025**

**ADOPTION OF THE MINUTES – REGULAR MEETING OF NOVEMBER 18, 2025**

**Moved by Leen Matthyssen** and resolved to adopt the minutes of the last meeting of November 18, 2025, sent by email.

**Carried unanimously by all councillors present.**

**QUESTION PERIOD**

**It is noted that** there are no visitors.

**URBANISM**

**BILL 104 – EXTENSION OF THE RESIDENTIAL POOL SAFETY REGULATION DEADLINE**

**It is noted that** the director general/clerk-treasurer informed Council of a transitional measure adopted by the Government of Québec extending the application deadline of certain provisions of the Residential Pool Safety Regulation. Council was advised that, during the transitional period, no penal proceedings will be initiated for non-compliance with the affected provisions.



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**249-12-2025      URBAN PLANNING COMMITTEE MEMBERS**

**WHEREAS** in accordance with Chapter 2 of Bylaw No 91-11 Regarding the Urban Planning Committee;

**Motioned by Leen Matthyssen** and resolved to nominate the following persons as members of the Urban Planning Committee:

Councillor Tim Ferrigan, chairman  
Chanelle Shea  
Annie Fillion  
Nikki Buechler  
Kelly McMahon

**Carried unanimously by all councillors present.**

**250-12-2025      CONSTITUTION OF THE DEMOLITION COMMITTEE**

**CONSIDERING** sections 148.0.1 to 148.0.26 of the Act respecting land use planning and development which authorize a municipality to establish a demolition committee;

**CONSIDERING THAT** the Municipality must maintain in force a by-law concerning the demolition of buildings and that it has adopted this by-law;

**CONSIDERING** section 148.0.3 provides that the establishment of the Committee and the appointment of its members shall be by resolution of Municipal Council;

**CONSIDERING** the members of this Committee must be elected members of the Municipal Council;

**CONSIDERING THAT** the Municipal Council does not wish to assume the duties of the Demolition Committee as permitted by law;

**IN CONSEQUENCE;**

**Motioned by Stéphanie Hébert-Shea and resolved:**

**THAT** the Municipality establishes the Demolition Committee to act pursuant to the Building Demolition By-law 100-2023. The function of the Committee is to review demolition applications received in accordance with the Building Demolition By-law and to exercise any other powers conferred upon it by the By-law.

**TO APPOINT** the following municipal council members as members of the Demolition Committee for a period of one year with the possibility of renewal by the Municipal Council:

Tim Ferrigan, President  
Suzanne Dubeau-Pilon, Member and Alternate Chair  
Leen Matthyssen, Member

**TO DESIGNATE** the municipal inspector to be responsible for processing demolition applications under the Building Demolition By-law 100-2023, to prepare the application files to be presented to the Demolition Committee and to act as secretary to the Demolition Committee in its work.

**Carried unanimously by all councillors present.**

**WATER, WASTEWATER AND STORM DRAINAGE**

**251-12-2025      ADOPTION OF THE 2024 DRINKING WATER MANAGEMENT REPORT**

**WHEREAS** the Council of the Municipality of Campbell's Bay has reviewed the 2024 Drinking Water Management Report, prepared as part of the Municipal Water Conservation Strategy (SQEEP);

**WHEREAS** this report presents the results, performance indicators, actions taken, and recommendations related to the management of the Municipality's drinking water system;

**THEREFORE, it is moved by Stéphanie Hébert-Shea** and resolved:

**THAT** Council adopts the 2024 Drinking Water Management Report as presented.

**Carried unanimously by all councillors present**



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**252-12-2025      AUTHORIZATION OF EXPENSE - SUBMERSIBLE PUMPS FOR FRONT ST PUMPING STATION**

**WHEREAS** Quote No. 25-32-0178 and the service report for the existing pumps were presented and emailed to Council;

**WHEREAS** the service report indicates that the current pumps have reached the end of their service life and require replacement to ensure the reliable operation of the Front Street Pumping Station;

**Moved by D.J. Dagenais** and resolved to authorize an expenditure in the amount of \$23,422.80 for the purchase of two (2) new FLYGT submersible pumps for the Front Street Pumping Station.

**It is noted that** this expenditure is eligible under the 2024 TECQ program subject to the approval of the TECQ programming, the expense will be funded through TECQ. Should the programming not be approved, the expenditure will be provided for in the 2026 municipal budget, to be prepared in January.

**Carried unanimously by all councillors present.**

**253-12-2025      AUTHORIZATION OF EXPENSE – WASTEWATER NETWORK CONNECTION**

**Moved by Tim Ferrigan** and resolved to authorize an expenditure of up to \$2,500 for a connection to the wastewater network system. This expense is allocated from the budgetary item: Sewer System Maintenance budgetary item, following a budget transfer from WWTP Sludge Removal.

**Carried unanimously by all councillors present.**

**254-12-2025      REQUEST FOR PROVINCIAL ACTION TO PROHIBIT MISLEADING “FLUSHABLE” LABELLING ON DISPOSABLE SEWER-RELATED PRODUCTS**

**WHEREAS** so-called “flushable” wipes and certain cat litters marketed as biodegradable or safe for sewer systems are causing major blockages in municipal networks across Québec and North America;

**WHEREAS** these blockages lead to equipment failures, pump breakdowns, sewer overflows, frequent emergency calls, and significant costs for taxpayers;

**WHEREAS** these products also negatively impact environmental protection and the resilience of municipal infrastructure;

**WHEREAS** the term “flushable” is often used for marketing purposes despite the well-documented impacts on sanitary systems, contributing to public confusion;

**WHEREAS** many municipalities face the same issue and a coordinated action would carry stronger political weight;

**THEREFORE, IT IS MOVED by Leen Matthyssen** and resolved:

**THAT** the Municipality of Campbell's Bay formally request that the Government of Québec prohibits the labelling of wet wipes, disinfecting wipes, and cat litter as “flushable” or “safe to flush”;

**THAT** this request be transmitted to the following bodies:

- The Ministry of the Environment, the Fight Against Climate Change, Wildlife and Parks (MELCCFP)
- The Ministry of Municipal Affairs and Housing (MAMH)
- The Union of Québec Municipalities (UMQ)
- The Fédération québécoise des municipalités (FQM)
- The Member of the National Assembly representing the region
- The MRC Pontiac, as well as all municipalities within the MRC, with an official invitation to support this resolution
- Other municipalities across Québec through municipal networks.

**Carried unanimously by all councillors present.**



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**255-12-2025      AUTHORIZATION OF EXPENSE – SUBMERSIBLE PUMP FOR SECOND ST PUMPING STATION**

**Moved by Stéphanie Hébert-Shea** and resolved to authorize the expense of \$3000 for the purchase of a new submersible pump for the Second St pumping station. The expense is allocated from the Sewer System Maintenance budgetary item, following a budget transfer from WWTP Sludge Removal.

**Carried unanimously by all councillors present.**

**WASTE MANAGEMENT**

**NEW BLUE BIN COLLECTION SCHEDULE**

**It is noted that** the director general/clerk-treasurer informed Council that the new automated blue bin collection will take place on Wednesdays, the same day as garbage collection. Following further confirmation from Public Works, it was confirmed that collecting both streams on the same day will operate effectively.

**SPORTS, LEISURE AND CULTURE**

**256-12-2025      ACCEPTANCE TO PARTICIPATE IN THE BOXUP CONNECTED STATIONS PILOT PROJECT THROUGH THE RÉSEAU AND URLS**

**Moved by Willy Rivet** and resolved to accept the offer to participate in the BoxUp Connected Stations Pilot Project, implemented through Réseau and URLs, as part of the Projet Circonflexe, aimed at developing a collective network for the lending of sports, recreational, and adaptive equipment.

**Carried unanimously by all councillors present.**

**MRC PONTIAC – CALL FOR PROJECTS FOR FESTIVALS AND EVENTS**

**It is noted that** the director general/clerk-treasurer informs council of the launching of a call for projects from the MRC Pontiac regarding financial assistance for festivals and events taking place between January 1 to December 31, 2026.

**257-12-2025      AUTHORIZATION OF EXPENDITURE – CHRISTMAS LIGHTS FOR FRONT STREET TREES**

**Moved by Tim Ferrigan** and resolved to authorize an expenditure of \$500 plus applicable taxes for the purchase of eight (8) sets of microlights for the trees along Front Street, from Leslie Street to McCuaig Street. The expense is allocated from the Mural Park Maintenance budgetary item.

**Carried unanimously by all councillors present.**

**MAYOR'S REPORT AND MRC**

**It is noted that** Mayor Pilon gives his monthly regional report.

**258-12-2025      REPLACEMENT OF THE MAYOR – MRC PONTIAC**

**Moved by Leen Matthyssen** and resolved that, in the absence of the Mayor, Mr. Raymond Pilon, Councillor Suzanne Dubeau-Pilon be authorized to represent the Municipality of Campbell's Bay at any meeting of the TNO Council or the Regional Council of Mayors of the MRC of Pontiac.

**Carried unanimously by all councillors present.**

**259-12-2025      APPOINTMENT OF A REPRESENTATIVE OF THE MUNICIPALITY (NAME) TO THE MADA COLLECTIVE APPROACH.**

**Considering that** the MRC Pontiac wishes to update its MADA policy which was adopted in 2012;

**Considering that** the Municipality of Campbell's Bay is committed to improving the living conditions of seniors and promoting their inclusion in the social life of the community;

**Considering that** the person to be appointed will represent the municipality in terms of senior issues on the steering committee;



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It is moved by Tim Ferrigan and resolved that Jessica Nilsson be appointed municipal representative for the MADA initiative on the steering committee.

**Carried unanimously by all councillors present.**

**260-12-2025**

**MUNICIPAL COMMITTEES 2025-2029**

**Moved by Stéphanie Hébert-Shea** and resolved to accept the list of municipal committees as follows:

<b>Pro-Mayor</b>	Tim Ferrigan
<b>Finance and Administration:</b>	Suzanne Dubeau-Pilon Tim Ferrigan
<b>O.M.H.</b>	Leen Matthyssen Stéphanie Hébert-Shea (substitute)
<b>Potable Water, Wastewater + Storm Drainage</b>	Tim Ferrigan Willy Rivet
<b>Civil Security</b>	Leen Matthyssen Tim Ferrigan
<b>Waste Management</b>	Suzanne Dubeau-Pilon Tim Ferrigan
<b>Road Network and Mobility</b>	Stéphanie Hébert-Shea DJ Dagenais
<b>Vehicle + Equipment Maintenance</b>	Leen Matthyssen DJ Dagenais
<b>Sports, Leisure + Culture</b>	Tim Ferrigan Stéphanie Hébert-Shea
<b>Employee Health and Safety</b>	Suzanne Dubeau-Pilon DJ Dagenais
<b>Public Relations + Website</b>	Leen Matthyssen Willy Rivet
<b>Employee Relations</b>	Tim Ferrigan Suzanne Dubeau-Pilon Willy Rivet Stéphanie Hébert-Shea Leen Matthyssen DJ Dagenais
<b>Urbanism</b>	Tim Ferrigan Willy Rivet
<b>Christmas Party</b>	Suzanne Dubeau-Pilon
<b>Christmas Parade</b>	Tim Ferrigan Suzanne Dubeau-Pilon Willy Rivet Stéphanie Hébert-Shea Leen Matthyssen DJ Dagenais
<b>Family + Senior Policy</b>	Stéphanie Hébert-Shea Leen Matthyssen (substitute)
<b>Fire Safety Service + FSCAP</b>	Tim Ferrigan Raymond Pilon

**Carried unanimously by all councillors present.**



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**FINANCE AND ADMINISTRATION**

**261-12-2025      MONTHLY BILLS**

**Moved by Tim Ferrigan** and resolved to pay monthly bills as presented on the disbursement sheet of December 2, 2025, in the amount of 43 380.02\$.

**Carried unanimously by all councillors 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 2<sup>nd</sup> day of December 2025

Sarah Bertrand, DGGT

**262-12-2025      REFINANCING OF BORROWING BYLAW NO. 103-12 – \$780,800 – FINANCING FEES**

**WHEREAS** borrowing bylaw no. 103-12, relating to the installation of the water treatment plant, is due for refinancing on March 8, 2026;

**WHEREAS** financing fees of up to a maximum of 2% may apply at the time of refinancing;

**Moved by Willy Rivet** and resolved:

**THAT** any financing fees incurred, up to a maximum of 2% of the authorized borrowing, be paid from the Municipality's general fund.

**Carried unanimously by all councillors present.**

**263-12-2025      AMENDMENT TO INSURANCE COVERAGE – POLLUTION**

**Moved by Leen Matthysen** and resolved to increase the limit of coverage for pollution cleanup costs related to municipal lands and petroleum storage tanks to \$250,000, with an annual premium of \$684;

**It is also resolved** to add pollution liability coverage with a limit of \$500,000, with an annual premium of \$562.

**Carried unanimously by all councillors present.**

**264-12-2025      AUTHORIZATION OF EXPENSE – ESSC BURSARIES**

**Moved by Stéphanie Hébert-Shea** and resolved to authorize an expense of \$50 per graduating student from ESSC who resides in Campbell's Bay. The expense, to a maximum of \$300, is allocated from the budgetary item Public Relations.

**Carried unanimously by all councillors present.**

**265-12-2025      AUTHORIZATION OF EXPENSE – MANDATORY TRAINING – ELECTED OFFICIALS - FQM**

**Moved by DJ Dagenais** and resolved to authorize the expense of \$2,985 plus applicable taxes for the April 18 training on roles and responsibilities of elected officials, provided through the FQM. The expense will be allocated from the 2026 budget.

**It is further noted that** this quote is based on 14 participants and includes elected officials from the Municipality of Litchfield, which will be billed for 50% of the cost.

**Carried unanimously by all councillors present.**



## MUNICIPALITY OF CAMPBELL'S BAY DECEMBER 2, 2025

### **REQUEST TO PURCHASE LOT 3 544 918**

**It is noted that** the Municipality received a request to purchase lot no. 3 544 918. The decision on this matter is deferred to a subsequent meeting.

**266-12-2025**

### **CALENDAR OF REGULAR COUNCIL MEETINGS – 2026**

**WHEREAS** in accordance with Section 148 of the Québec Municipal Code, the Council of the Municipality of Campbell's Bay must adopt a resolution to accept the dates for the regular meeting of Council for the year 2026;

**Moved by Leen Matthyssen** and resolved:

**THAT** the days and starting times of each regular meeting be set as follows:

January 13, 2026	7 P.M.	July 7, 2026	7 P.M.
February 3, 2026	7 P.M.	August 11, 2026	7 P.M.
March 10, 2026	7 P.M.	September 1, 2026	7 P.M.
April 7, 2026	7 P.M.	October 6, 2026	7 P.M.
May 5, 2026	7 P.M.	November 3, 2026	7 P.M.
June 2, 2026	7 P.M.	December 1, 2026	7 P.M.

**THAT** Council cordially invites its citizens to attend the public meetings to be held during the year.

**Carried unanimously by all councillors present.**

**267-12-2025**

### **SUBMISSION OF THE COMPLETE APPLICATION TO THE GREEN MUNICIPAL FUND (GMF)**

**WHEREAS** the Municipality of Campbell's Bay wishes to submit a grant application to the Green Municipal Fund (GMF) of the Federation of Canadian Municipalities (FCM) for the project entitled Campbell's Bay – Active and Safe School Corridors under the Active and Safe School Travel program;

**WHEREAS** the Municipality has the necessary financial resources to carry out the project as presented in the grant application;

**WHEREAS** the proposed project aligns with the Municipality's priorities regarding active transportation and safe mobility for students;

**Moved by Leen Matthyssen** and resolved that:

**THAT** Ms. Jessica Nilsson, assistant director general, be designated as the primary official responsible for the complete application and project follow-up, with the support of Ms. Sarah Bertrand, director general/clerk-treasurer.

**THAT** the Municipality of Campbell's Bay proceed with the submission of a grant application to the FCM's Green Municipal Fund for its project Campbell's Bay – Active and Safe School Corridors under the Active and Safe School Travel program;

**THAT** the Municipality confirm that it has the necessary funds to carry out the project as submitted;

**THAT** the Municipality confirm that the proposed project aligns with its priorities regarding active transportation.

**Carried unanimously by all councillors present.**

**268-12-2025**

### **ADOPTION OF THE FINAL GREEN MASTER PLAN**

**Moved by Willy Rivet** and resolved to approve the final Green Master Plan prepared by CREDDO as part of the OASIS project.

**Carried unanimously by all councillors present.**



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**CIVIL SECURITY AND FIRE SAFETY SERVICE**

**FIRE SAFETY SERVICES (FSS) – FINANCIAL ASSISTANCE PROGRAM FOR THE TRAINING OF VOLUNTEER FIREFIGHTERS FOR THE YEAR 2026**

**WHEREAS** the By-law respecting the conditions to practise within a municipal fire safety service provides for the training requirements for firefighters of fire safety services in order to ensure a minimum professional qualification;

**269-12-2025**

**WHEREAS** this by-law is part of a desire to guarantee municipalities the training of firefighting teams with the necessary skills and abilities to respond effectively in emergency situations;

**WHEREAS** in December 2014, the Government of Quebec established the Financial Assistance Program for the training of volunteer or part-time firefighters and that it has been renewed in 2019.

**WHEREAS** the main objective of this Program is to provide municipal organizations with financial assistance to enable them to have a sufficient number of qualified firefighters to act effectively and safely in emergency situations;

**WHEREAS** this program is also intended to promote the acquisition of the skills and abilities required by volunteer or part-time firefighters who work in municipal fire safety services;

**WHEREAS** the Municipality of Campbell's Bay wishes to benefit from the financial assistance offered by this program;

**WHEREAS** the Municipality of Campbell's Bay plans to train five (5) firefighters for the Firefighter I program and six (6) firefighters for the Firefighter II program during the next year in order to respond efficiently and safely to emergency situations on its territory;

**WHEREAS** the municipality must transmit its request to the Ministère de la Sécurité Publique through the MRC Pontiac in accordance with article 6 of the Program.

**Moved by Leen Matthyssen** and resolved to present a request for financial assistance for the training of these firefighters within the framework of the Financial Assistance Program for the training of volunteer or part-time firefighters to the Ministry of Public Security and to transmit this request to the MRC.

**Carried unanimously by all councillors present.**

**CORRESPONDANCE**

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

**270-12-2025**

**CLOSING OF THE MEETING**

**Moved by DJ Dagenais** and resolved to adjourn the meeting at 9:06 PM.

**Carried unanimously by the councillors present**

**Raymond Pilon  
Mayor**

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