INITIALES DU MAIRE

INITIALES DU SEC-TRES

MUNICIPALITY OF CAMPBELL'S BAY
SEPTEMBER 1, 2026

MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON SEPTEMBER 1, 2026, AT TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.

PRESENT ARE:
Mayor Raymond Pilon
COUNCILLORS:
Denis Jr. Dagenais
Stéphanie Hébert-Shea
Willy Rivet
Councillors Tim Ferrigan, Suzanne Dubeau-Pilon and Leen Matthyssen motivated her absence

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

OPENING OF THE MEETING

The above-named persons present forming quorum, the meeting is opened at 7:03 p.m., presided over by Mayor Raymond Pilon.

192-09-2026 **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; 14 d) Fire hall project – public communications mandate; 14 e) Coming into effect of the new Fire Safety Cover Plan; 16 a) École l'Envolée – Touch a Truck.

THEREFORE, moved by Stéphanie Hébert-Shea and resolved

THAT Council accept the agenda as presented with additions:

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 councilors present.

193-09-2026 **ADOPTION OF THE MINUTES**

Moved by Denis Jr. Dagenais and resolved to adopt the minutes of the regular meeting held on August 11, 2026, sent by email.

Carried unanimously by all councillors present.

QUESTION PERIOD

There are no visitors.

URBANISM

194-09-2026 **APPOINTMENT OF MEMBERS TO THE URBAN PLANNING ADVISORY COMMITTEE**

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

Moved by Stéphanie Hébert-Shea and resolved to appoint the following members to the Urban Planning Advisory Committee:

Jean-Pierre Landry
Kelly McMahon
Chanelle Shea
Josey Bouchard

Carried unanimously by all councillors present.

195-09-2026 **APPROVAL OF SUBDIVISION PLAN**

Moved by Stéphanie Hébert-Shea and resolved to approve the subdivision plan identified as file no 118049, from the minutes no 21443 dated 20 of August 2026 and as prepared by Hubert Carpentier.

Carried unanimously by all councillors present.

196-09-2026 **SALE OF LOT 6 330 046 – McLELLAN STREET**

Moved by Denis Jr. Dagenais and resolved to authorize the sale of lot 6 330 046 of the Québec cadastre, located on McLellan Street, to Randy Flemming at market value.

Carried unanimously by all councillors

197-09-2026 **MANDATE TO PFD AVOCATS – PROPERTY LOCATED AT 21 FRONT STREET**

WHEREAS the main building located at 21 Front Street, in Campbell's Bay, was severely damaged by a fire in 2025;

WHEREAS the property has since changed ownership, complicating the Municipality's efforts to enforce its regulations concerning fire-damaged or dangerous buildings, or buildings likely to compromise public safety;

WHEREAS the Municipality has taken various steps to bring the property into compliance and secure the premises;

WHEREAS despite these efforts, the current owner has not carried out the required measures;

WHEREAS the condition of the building requires the Municipality to undertake appropriate legal proceedings to ensure the safety of the premises and protect the public;

THEREFORE, moved by Willy Rivet and resolved:

THAT Council mandate PFD Avocats to undertake, on behalf of the Municipality of Campbell's Bay, all necessary steps and legal proceedings concerning the property located at 21 Front Street;

THAT the Director General and Clerk-Treasurer be authorized to sign any document required for this mandate;

THAT the professional fees and legal costs associated with this mandate be charged to the legal fees budget account.

Carried unanimously by all councillors

WATER – WASTEWATER AND STORM DRAINAGE

198-09-2026 **AUTHORIZATION OF EXPENSE – KASCO DE-ICER AND AGITATOR FOR THE WATER RESERVOIR**

Moved by Denis Jr. Dagenais and resolved to authorize the purchase and installation of a Kasco de-icer and agitator equipment for the municipal water reservoir, in accordance with the quotation submitted to Council. The expense is allocated from the TECQ 2024-2028 program.

Carried unanimously by all councillors present.

SPORTS, LEISURE AND CULTURE

199-09-2026 **ADOPTION OF THE AGE-FRIENDLY MUNICIPALITY (MADA) ACTION PLAN**

WHEREAS the Municipality of Campbell's Bay participates in the Age-Friendly Municipality (MADA) initiative in collaboration with the MRC Pontiac;

WHEREAS the Municipality has reviewed the Age-Friendly Municipality (MADA) Action Plan developed following the consultations and work undertaken as part of this initiative;

WHEREAS this action plan identifies measures to promote quality of life, social participation and active aging for seniors within the municipality;

Moved by Stéphanie Hébert-Shea and resolved that Council adopt the Municipality of Campbell's Bay's 2026 Age-Friendly Municipality (MADA) Action Plan, as presented;

THAT the Municipality forward a copy of the adopted action plan to the MRC Pontiac for integration into the regional MADA initiative;

THAT the Director General be authorized to take the necessary steps to follow up on and implement the actions falling within the Municipality's responsibility.

ADOPTED UNANIMOUSLY BY ALL COUNCILLORS PRESENT

MAYOR'S REPORT AND MRC

It is noted that the Mayor gives his monthly regional report.

FINANCE AND ADMINISTRATION

200-09-2026 **MONTHLY BILLS**

Moved by Stéphanie Hébert-Shea and resolved to pay the monthly bills as presented on the disbursement sheet of September 1, 2026, in the amount of 37 584.50 $.

Carried unanimously by all councillors present.

CERTIFICATE OF AVAILABILITY

I, Sarah Bertrand, Director General and Clerk-Treasurer of the Municipality of Campbell's Bay, certify that funds are available for the above-approved expenses.

Given in Campbell's Bay, this 1st day of September 2026.

Sarah Bertrand, DGGT

HIGHLIGHTS OF THE 2024 FINANCIAL REPORT

It is noted that in accordance with article 176.2.2 of the Municipal Code of Québec, the Mayor tabled the highlights of the financial report and external auditors report which was adopted on July 7, 2026. The financial report and the external auditor's report for the year ending December 31, 2024, was presented and as verified by the company of certified professional accountants Dignard Thibault CPA Inc.

The financial report is available to view on the municipal website.

TABLING OF THE REPORT ON MANDATORY TRAINING FOR MUNICIPAL ELECTED OFFICIALS

It is noted that the Director General and Clerk-Treasurer tables the report on Council members' participation in mandatory training on municipal ethics and conduct, pursuant to section 15 of the Municipal Ethics and Good Conduct Act, and on the role of municipal council members and the municipal system, pursuant to section 8 of the Act respecting the Ministère des Affaires municipales, des Régions et de l'Occupation du territoire. The list of elected officials who have completed the training will be kept up to date on the Municipality's website

FINANCIAL REPORT – BAY BOYS 3 PITCH FINDRAISER JULY 24-26, 2026

It is noted that a financial report regarding the Bay Boys 3-Pitch Fundraiser held on July 24-26 2026 was tabled.

HUMAN RESOURCES

201-09-2026 **TRANSFER SITE ATTENDANT – RENEWAL OF JOB POSTING**

Moved by Denis Jr. Dagenais and resolved to renew the posting of the Transfer Site Attendant position for a period of two weeks.

Carried unanimously by all Councillors present.

IN CAMERA SESSION

Moved by Stéphanie Hébert-Shea, Council goes into an in-camera session at 8:11 p.m.

Council returns to the public meeting at 8:22 p.m.

202-09-2026 **MODIFICATION OF THE MUNICIPAL INSPECTOR'S WEEKLY HOURS**

Moved by Willy Rivet and resolved to increase the Municipal Inspector's weekly hours from 7 hours to 11 hours effective September 9 2026, in accordance with the terms approved by Council.

Carried unanimously by all councillors present

CIVIL AND FIRE SECURITY

TABLING OF DRAFT BORROWING BY-LAW NUMBER 106-2026 AUTHORIZING CAPITAL EXPENDITURES AND A LOAN OF $490,604 FOR THE ENHANCEMENT OF AN INTERMUNICIPAL FIRE SERVICE AGREEMENT

Councillor Stéphanie Hébert-Shea hereby tables draft borrowing by-law number 106-2026 authorizing capital expenditures and a loan of $490,604 for the enhancement of an intermunicipal fire service agreement.

203-09-2026 **AUTHORIZATION TO COMMENCE WORK AND SIGN THE CONTRACT WITH QMD – FIRE HALL CONSTRUCTION**

WHEREAS, by Resolution No. 168-07-2026, adopted on July 14, 2026, the Municipality of Campbell's Bay awarded QMD the contract for the construction of the new Campbell's Bay–Litchfield intermunicipal fire hall;

WHEREAS the commencement of the work had been temporarily postponed pending clarification regarding the funding application submitted to the Build Communities Strong Fund (BCSF);

WHEREAS the Municipality received confirmation that commencing construction before approval of the funding application would not affect the overall eligibility of the project, provided that expenses committed before approval may not be eligible for reimbursement;

WHEREAS the Municipality accepts the financial risk associated with expenses that may be committed before approval of the funding application;

WHEREAS the Municipality sent QMD written notice on August 24, 2026, lifting the postponement and officially authorizing the commencement of the work;

Moved By Denis Jr Dagenais and resolved :

THAT Council ratify the written notice sent to QMD on August 24, 2026, lifting the postponement and authorizing the commencement of construction work for the new Campbell's Bay–Litchfield intermunicipal fire hall;

THAT QMD be authorized to proceed with the work in accordance with the contract, plans and specifications, addenda, and all other applicable contractual documents;

THAT the Mayor and the Director General and Clerk-Treasurer be authorized to sign, for and on behalf of the Municipality, the contract with QMD and any other documents required to give effect to this resolution and Resolution No. 166-07-2026;

THAT the Director General and Clerk-Treasurer be authorized to take any other necessary measures to ensure the commencement, coordination, and administrative follow-up of the work;

THAT expenses incurred under the contract be documented to distinguish, where necessary, those incurred before and after the potential approval date of the BSCF funding.

Carried unanimously by all councillors present.

204-09-2026 **REIMBURSEMENT REQUEST – FIREFIGHTER PRESCRIPTION SAFETY LENSES**

Moved by Willy Rivet and resolved to reimburse two firefighters for prescription safety lenses for their SCBA masks, in the amounts of $410 and $180, respectively, as presented and supported by invoices and proof of payment.

The expense shall be charged to the firefighter equipment budget account.

Carried unanimously by all councillors present.

205-09-2026 **AUTHORIZATION OF AGREEMENT NO. 501 – PUBLIC RELATIONS SUPPORT FOR THE FIRE HALL PROJECT**

Moved by Stéphanie Hébert-Shea and resolved:

THAT Council approve Agreement No. 501 with Fernandez relations publiques for public relations support and advisory services relating to the fire hall project and authorize the expenditure of $6,875.00;

THAT the Director General and Clerk-Treasurer be authorized to sign the agreement on behalf of the Municipality;

THAT the expense be charged to the professional services allocation under borrowing by-law no. 103-2024.

Carried unanimously by all councillors present.

COMING INTO EFFECT OF THE NEW MRC PONTIAC 2026–2036 FIRE SAFETY COVER PLAN

Council is informed that Regional Council has adopted the final version of the MRC Pontiac 2026–2036 Fire Safety Cover Plan, which will come into effect on October 1, 2026. The current plan remains in effect until that date.

The Municipality and the Fire Chief will review the applicable implementation measures and operational protocols and incorporate the required actions into planning and budgets. The

applicable prevention and implementation programs will be submitted to Council for adoption before the end of 2026. Upon official receipt, the plan and its summary will be available for public consultation at the municipal office.

CORRESPONDENCE

It is noted that Correspondence is read

206-09-2026 **ÉCOLE L'ENVOLÉE – TOUCH A TRUCK EVENT**

Moved by Denis Jr. Dagenais and resolved that The Fire Department and Public works department participate in the école l'Envolée's touch a truck event on September 17, 2026,

Carried unanimously by all councillors present.

207-09-2026 **CLOSING OF THE MEETING**

Moved by Denis Jr. Dagenais and resolved to close the meeting at 8:57 p.m.

Carried unanimously by all councillors present.

Raymond Pilon	Sarah Bertrand
Mayor	Director General and Clerk-Treasurer