



## MUNICIPALITY OF CAMPBELL'S BAY

### August 10, 2021

**MINUTES OF A REGULAR MEETING OF COUNCIL HELD ON AUGUST 10, 2021, AT THE PONTIAC LION'S CLUB LOCATED AT 6 BORDEN STREET, MUNICIPALITY OF CAMPBELL'S BAY.**

**PRESENTS ARE:**

Mayor Maurice Beauregard

**COUNCILLORS:**

Tim Ferrigan

Jean-Pierre Landry

Stephanie Hébert-Shea

Suzanne Dubeau-Pilon

Lois Smith

Councillor Raymond Pilon has motivated his absence

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

**186-08-2021      OPENING OF THE MEETING**

**Motioned by** Stéphanie Hébert-Shea and resolved to open the meeting at 7:40 p.m.

**Carried unanimously**

**187-08-2021      ADOPTION OF THE AGENDA**

**Motioned by** Lois Smith and resolved to accept the agenda as presented.

**Carried unanimously**

**188-08-2021      ADOPTION OF THE MINUTES**

**Motioned by** Jean-Pierre Landry and resolved to adopt the minutes of the last meeting of July 6, 2021, sent by email.

**Carried unanimously**

**QUESTION PERIOD**

**It is noted that** there are no visitors nor questions submitted

**URBANISM**

**189-08-2021      APPROVAL OF INSPECTOR'S MONTHLY REPORT**

**Motioned by** Suzanne Dubeau-Pilon and resolved to accept the Municipal inspector's monthly report and pertaining bill for the month of July 2021.

**Carried unanimously**

**190-08-2021      REVISION OF COST OF PERMITS AND CERTIFICATES**

**WHEREAS** in virtue of article 4.12.7 of bylaw no 51-03 regarding interpretation and administration of urbanism bylaws, the Municipality reserves the right to modify by resolution the cost of permits and certificates, and this, without notice;

**WHEREAS** a modification of the cost per permits and certificates is required to reflect the cost of living;

**WHEREAS** the cost of permits and certificates dates from 2003;

**WHEREAS** this new table of permits and certificates cost replaces articles 4.12.1 to 4.12.6 of bylaw no 51-03 regarding interpretation and administration of urbanism bylaws;

**THEREFORE;**

**Motioned by** Tim Ferrigan and resolved to adopt the new permit and certificate costs as mentioned below:



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Permit and certificate prices - Bylaw 51-03 - article 4.12	
<i>revised 08-10-2021 resolution no 190-08-2021</i>	
New Construction - residential	\$200
Addition-major	\$150
Alterations, renovations (\$2000-\$5000)	\$100
Alterations, renovations (\$5000 +)	\$150
Construction of a Garage, carport	\$100
Construction of sheds < 100sqft, change of use, porch,deck	\$50
Construction of sheds > 100 sq ft	\$100
New Construction - Groups A,B,D,E,F	\$500
Alterations - major - Groups A,B,D,E,F	\$400
Alterations, additions - Groups A,B,D,E,F	\$300
Permit for subdivision	\$50
Septic Systems-new,change, corrections	\$100
Demolition	\$50/\$100 (home)
Certificate of Autorisation (change of usage, temporary or complementary usage, tree felling)	\$50
Installation of a well	\$300 + materials
Water/Sewer hook up	\$300 + materials
Water/Sewer repair	\$100/hr
Installation of a Pool including fence	\$100
Certificate of Authorization - Shoreline,littoral,docks	\$100
Modifications to original plan	\$100
Zone change application - Publication of change ( 2x)	\$400
Moving a building- visit to verify setbacks+safety	\$50
Installation of Signs	\$50
Permit renewals- before expiry date	1/2 price of original
<i>A-restaurants, B-hospitals,C-residential,D-commercial,E-retail outlets,F- industrial</i>	
<i>gross floor area-superficie brute de plancher- ground floors, upper floors also includes basement</i>	

Carried unanimously

**COVID-19**

It is **noted that** information from the Regional Public Health Department (DSP) and CNESST regarding the updated restrictions pertaining to the Green Alert Zone in the workplace is given to Council.

**STREETS AND SIDEWALKS**

**191-08-2021      SNOW REMOVAL CONTRACT FOR 2021-2022 SEASON**

**Motioned by** Stéphanie Hébert-Shea and resolved to send the 2021-2022 snow removal contract by invitation to the following entrepreneurs:

Morin Sable et Gravier  
Gilbert Morin  
Brian Stanton and Co  
Excavation Micheal Derouin  
Camionage Doug Zacharias  
Mickey McGuire Construction Ltd  
Art Fleming and Sons Enterprises Ltd  
Scott Crawford

Carried unanimously

**192-08-2021      AUTHORIZATION OF EXPENSE – TEMPORARY PAVEMENT – FRONT /PONTIAC ST**

Motioned by Stéphanie Hébert-Shea and resolved to authorize the expense of \$650 for temporary pavement (popcorn pavement) at the corner of Front and Pontiac streets. The expense is allocated from streets and sidewalks maintenance.

Carried unanimously



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#### 193-08-2021 FINANCE MONTHLY BILLS

**Motioned by Stéphanie Hébert-Shea and** resolved to pay monthly bills as presented on the disbursement sheet of August 10, 2021, in the amount of \$64 798,45\$

**Carried unanimously**

#### Certificate of availability

I, Sarah Bertrand, Director general of the Municipality of Campbell's Bay, certifies that there are funds available for the above-approved expenses.

Given in Campbell's Bay, this, 10<sup>th</sup> day of August 2021.

Sarah Bertrand  
DGST

#### 194-08-2021 AUTHORIZATION OF EXPENSE – LIONS CLUB GOLF TOURNAMENT

**Motioned by Lois Smith** and resolved to donate \$200 to the Lions Club for their gold tournament fundraiser scheduled for August 14, 2021. The expense is allocated from the budgetary item: Good will and donations.

**Carried unanimously**

#### 195-08-2021 AUTHORIZATION OF EXPENSE – SEALED DOOR FOR THE MUNICIPAL GARAGE

**WHEREAS** a quote for the supply and installation of a sealed metal door for the municipal garage was received from Eric Pilon Construction;

**Motioned by Lois Smith** and resolved to ask for a second quote from Réjean Lance Construction.

**Carried unanimously**

#### WATER – SEWAGE – TRANSFER SITE

#### 196-08-2021 SERVICE OFFER – PROJET G003506F – WATERMAIN FRONT ST PHASE 1B AND 2B

**WHEREAS** during a watermain break in 2020, the Municipality realized that the residences of 45,49 and 53 Front Street are connected with the same shut off;

**WHEREAS** the Municipality wishes to extend the scope of the project to include three (3) separate shut offs for each of the residences of 45,49 and 53 Front St;

**WHEREAS** the Municipality also wishes to extend the scope of the project to include the looping of two (2) more dead ends of the water distribution system on Front Street between Pontiac and Martin streets;

**WHEREAS** the MTQ will be re paving Front Street from Leslie Street to Hwy 148 next year and it is opportune to carry out all necessary watermain works before the street is paved;

**Motioned by Jean-Pierre Landry and resolved** to accept the service offer no GAV-401 regarding the extension of the scope of project no G003506F as prepared by CIMA.

**It is also resolved that** this service offer is conditional to the acceptance of the TECQ programming by MAMH.

**Carried unanimously**

#### GARBAGE TONNAGE 2020

**It is noted that** the Director General presents the total tonnage of garbage for the 2020 year to Council as prepared by the MRC Pontiac.



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#### 197-08-2021 WATER METERS – QUEBEC DRINKING WATER STRATEGY

**CONSIDERING THAT** as part of the Québec Drinking Water Saving Strategy, the municipality must provide an annual report;

**CONSIDERING THAT** the municipality has not respected the objectives set by the Quebec Drinking Water Saving Strategy in the 2017 and 2018 reports;

**CONSIDERING THAT** the municipality must also install water meters throughout the non-residential area and a sample of 20 water meters in the residential area;

**CONSIDERING THAT** the installation of water meters is not completed by September 1, 2021, the deadline set by the Ministry of Municipal Affairs and Housing (MAMH) since 2014.

**Motioned by Lois Smith** and resolved

**THAT** the Municipality of Campbell's Bay undertakes to take the following actions on the dates indicated below:

##### **NO LATER THAN April 1, 2022:**

- Provide the amount necessary to carry out the work in the municipal budget
- Send MAMH a schedule including
  - Submission of the call for tenders
  - Contract Award

##### **NO LATER THAN September 1, 2022:**

- Complete the tendering process
- Award the contract
- Provide the monthly meter installation schedule

##### **NO LATER THAN September 1, 2023:**

- Have completed the installation of drinking water meters.

**Carried unanimously**

#### 198-08-2021 AUTHORIZATION OF EXPENSE – INSPECTION OF THE OVERHEAD CRANE – WATER SOFTENER

**Motioned by Suzanne Dubeau-Pilon** and resolved to authorize the expense of \$1000 plus taxes for the inspection of the overhead crane at the water softener as required by CNESST. The expense is allocated from the budgetary item: Water softener maintenance.

**Carried unanimously**

#### 199-08-2021 AUTHORIZATION OF EXPENSE – CONCRETE SLAB – TRANSFER SITE

**Motioned by Suzanne Dubeau-Pilon** and resolved to authorize the expense of \$549 plus taxes for the supply of concrete for a concrete slab at the transfer site. The expense is allocated from the budgetary item: Transfer site maintenance.

**Carried unanimously**

#### 200-08-2021 PARKS, RA HALL AND RINK DOWNTOWN PARKS PROJECT – ARCHITECT SERVICES – PUBLIC WASHROOM

**Motioned by Jean-Pierre Landry** and resolved to accept the service offer prepared by Rossmann Architecture, Project no ODS21-135, for the amount of \$11 850 plus taxes for the preparation of plans and tender for the construction of a public washroom that is part of the Downtown Park Project. The expense is allocated from the Park Project Budget.

**Carried unanimously**

#### 201-08-2021 DOWNTOWN PARKS PROJECT - DUGOUTS

**WHEREAS** Council resolved to request a quote from Dumouchel Fencing and Blue Heron for the replacement and supply of the existing dugouts (ref. 168-07-2021);



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**WHEREAS** only one (1) quote was received from Dumouchel Fencing for the amount of \$17 700 plus taxes;

**Motioned by Tim Ferrigan** and resolved to accept the quote prepared by Dumouchel Fencing. The expense is allocated from the Downtown Park Project Budget.

**Carried unanimously**

#### **PROGRAMME D'AIDE FINANCIÈRE POUR LES BÂTIMENTS MUNICIPAUX (PRABAM)**

**It is noted that** the committee will continue to work on the project that will include the replacement of the RA hall roof and air conditioning system.

#### **FLORAL MAINTENANCE CONTRACT**

**It is noted that** a discussion was held regarding the trimming of scrubs as part of the floral maintenance contract.

#### **DRIVE-IN MOVIE NIGHT**

**It is noted that** a committee – Tim Ferrigan and the Mayor – will prepare information to host another drive-in movie night through the MRC Pontiac Cultural Fund.

#### **AQUATIC WHEELCHAIR**

**It is noted that** the Mayor presented information regarding an aquatic wheelchair that can be accessible at the Splashpad. If the Downtown Park Project budget allows if then this component can be included in the project.

**202-08-2021**

#### **MADA – CREATION OF A STEERING COMMITTEE**

**WHEREAS** the will of the Municipality of Campbell's Bay to develop an Age-Friendly Municipality (MADA) policy to ensure a quality living environment for seniors in its territory;

**WHEREAS** in 2020, the Municipality of Campbell's Bay entered into an agreement with the Minister responsible for seniors and caregivers under the Age-Friendly Municipality (MADA) Process Support Program.

**WHEREAS** the Municipality has been granted financial assistance of \$10 500 to enable it to update its family and seniors' policy and its MADA action plan;

**WHEREAS** the Municipality of Campbell's Bay is in the process of evaluating its first Age-Friendly Municipality policy and developing an update;

**WHEREAS** the MADA pathway requires the creation of a development and monitoring structure;

**WHEREAS** the establishment of a committee is fundamental to the progress of the Age-Friendly Municipality policy;

**WHEREAS** MADA is a way of thinking and acting that concerns the fields of intervention of a Municipality;

#### **THEREFORE**

**It is motioned Tim Ferrigan** and resolved that the Municipality of Campbell's Bay proceed with the creation of a MADA steering committee under the responsibility of the elected official responsible for family and senior affairs (RQFA), Councillor Jean-Pierre Landry.

The MADA Steering Committee will have the following mandate:

To take stock of the first MADA policy;

To ensure the updating and development of a second Policy:

By listening to the needs and expectations of the population;

By recommending projects that address seniors' concerns

To propose a draft policy, an action plan and the necessary budgets to the Municipal Council;

To monitor and evaluate the action plan:

By exercising a monitoring role to ensure its continuity and sustainability;

Prioritizing the elements of the action plan;



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By promoting the involvement of service branches in the definition and application of measures that will ensure the implementation of the Seniors Policy;

To ensure the link between the municipal authorities and the community for the MADA approach;

To assist the Board in the review of files that may be subject to regulations or policies affecting the MADA Policy;

Thanks to its expertise, to play an advisory and vigilance role;

To identify strategies to encourage businesses and organizations in the municipality / MRC to integrate the principle of "age-friendly";

To raise awareness among decision makers of the importance of seniors throughout the decision-making process, regardless of the field of intervention (political, economic, social, cultural).

The members constituting this MADA steering committee as well as the representation they offer according to their current or past employment, their involvement in the community beneficial to this committee or the knowledge of their environment and the issues of the family or seniors are: Jean-Pierre Landy (RQFA), Desiree Tremblay, Josey Bouchard and Julie Anglehart.

**Carried unanimously**

#### **203-08-2021      MRC PONTIAC VOLUNTEER AWARD 2020-2021**

**Motioned by Tim Ferrigan** and resolved to nominate Mr. Raymond Shea for the 2021 MRC Pontiac Volunteer Award.

**Carried unanimously**

**It is noted that** Mr. Cletus Ferrigan was previously nominated by Council for the 2020 MRC Pontiac Volunteer Award.

#### **204-08-2021      APPLICATION FOR MEETING PERMIT – RACJ – 2021-2022**

**WHEREAS** a fundraising event for softball games organized by the Adult League of the Municipalities of Campbell's Bay and Litchfield will be held every Friday, Saturday and Sunday from May to October 2021 and 2022 at the Campbell's Bay Recreation Centre;

**WHEREAS** the proceeds will be distributed directly for the improvement of the ball field and for the carrying out of municipal projects in the Municipality of Campbell's Bay;

**WHEREAS** representatives of the Softball League have agreed that all waste, including beer cans, will be collected respectfully;

**WHEREAS** the sale of alcoholic beverages is desired;

**WHEREAS** A meeting permit with the RACJ is required;

**WHEREAS** the amount of the permit is \$267.50;

**Motioned by Stéphanie Hébert-Shea** and unanimously resolved to authorize the Executive Director, Mrs. Sarah Bertrand, to apply to the RACJ for a meeting permit for the above-mentioned dates. **It is also resolved** to allow Sarah Bertrand to sign the necessary documents.

**Carried unanimously**

#### **205-08-2021      LETTER OF SUPPORT – CLETUS FERRIGAN**

**Motioned by Lois Smith** and resolved to support the project presented by Mr. Ferrigan regarding a souvenir book or pamphlet for the musicians that will participate in the Musician appreciation event at the RA hall scheduled for July 22-24 2022. This booklet will include biographies of the musicians, greetings from sponsors and politicians as well as other information on touristic attractions that may cause them to return and many pictures of the event itself.

**Carried unanimously**



## **MUNICIPALITY OF CAMPBELL'S BAY**

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#### **206-08-2021      SALE BY PUBLIC TENDER – J32 WATER PUMP**

**Motioned by Stephanie Hébert-Shea** and resolved to authorize the sale by public tender for the J32 fire department pump.

**Carried unanimously**

#### **207-08-2021      SHAWVILLE FAIR SPONSORSHIP**

**Motioned by Lois Smith** and resolved to authorize the expense of \$100 for the Yellow Ribbon sponsorship of the Shawville Fair. The expense is allocated from the budgetary item: Goodwill and Donations.

**Carried unanimously**

#### **EMPLOYEES**

#### **208-08-2021      HIRING OF ADMINISTRATIVE AND ACCOUNTING ASSISTANT**

**WHEREAS** the hiring committee recommends the hiring of Mrs. Marie-Sophie Barrette as Administrative and Accounting Assistant;

**THEREFORE,**

**Motioned by Jean-Pierre Landry** and resolved that Council accepts the Committee's recommendation and to proceed with the hiring of Mrs. Marie-Sophie Barrette according to the terms recommended by the committee and in accordance with the employee policy in effect.

**Carried unanimously**

#### **SECURITY**

#### **209-07-2021      CHIEF'S MONTHLY REPORT**

**Motioned by Stephanie Hebert-Shea** and resolved to accept the Chief's monthly report for July 2021.

**Carried unanimously**

#### **CORRESPONDANCE**

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

#### **210-08-2021      CLOSING OF THE MEETING**

**Motioned by Lois Smith** and resolved to adjourn the meeting at 9:57 PM.

**Carried unanimously**

**Maurice Beauregard**  
Mayor

**Sarah Bertrand**  
DGST