



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

MINUTES OF A REGULAR MEETING OF COUNCIL HELD ON APRIL 4, 2023, AT THE TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.

PRESENTS ARE:

Mayor Raymond Pilon

COUNCILLORS:

Tim Ferrigan

Suzanne Dubeau-Pilon

Jean-Pierre Landry

Stephanie Hébert-Shea

Josey Bouchard

Leen Matthyssen

Also attending the meeting is Director General and Secretary-Treasurer, Sarah Bertrand and Director of Public Works, Chris Sauriol.

077-04-2023 OPENING OF THE MEETING

The above-named person's present forming quorum, **motioned by Suzanne Dubeau-Pilon** and resolved to open the meeting at 7:27 PM presided by mayor Raymond Pilon.
Carried unanimously

078-04-2023 ADOPTION OF THE AGENDA

Motioned by Josey Bouchard and resolved to accept the agenda as presented with the following additions:

10 f) Rink

15 a) AECL

Carried unanimously

079-04-2023 ADOPTION OF THE MINUTES – REGULAR MEETING OF MARCH 14 2023

Motioned by Jean-Pierre Landry and resolved to adopt the minutes of the last meeting of March 14, 2023, sent by email.

Carried unanimously

QUESTION PERIOD

It is noted that Terry Frost and Rick Frost representing the Pontiac Lions Club address Council regarding financial aid from the Municipality.

It is noted that Terry and Rick Frost leave the meeting at 7:10pm.

URBANISM

080-04-2023 APPROVAL OF INSPECTOR'S MONTHLY REPORT

Motioned by Stéphanie Hébert-Shea and resolved to accept the Municipal Inspector's monthly report and pertaining bill of services for the month of March 2023.

Carried unanimously

081-04-2023 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;



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

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 Jean-Pierre Landry and resolved:

THAT the Municipality establish 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

PUBLIC WORKS

082-04-2023 APPROVAL OF DIRECTOR OF PUBLIC WORKS MONTHLY REPORT

Motioned by Leen Matthyssen and resolved to accept the monthly report of the Director of Public Works as presented.

Carried unanimously

STREETS AND SIDEWALKS

083-04-2023 AUTHORIZATION OF EXPENSE – STREET SWEEPING

Motioned by Stéphanie Hébert-Shea and resolved to authorize the expense of \$6000 for the street sweeping of municipal roads. The expense is allocated from the budgetary item: Street Sweeping.

Carried unanimously

WATER – SEWER – TRANSFER SITE

084-04-2023 SUPPLY AND DELIVERY OF SALT FOR POTABLE WATER TREATMENT

Motioned by Jean-Pierre Landry and resolved to accept the only bid received from Matériaux JLS for the supply and delivery of 1000 kg totes of salt for the amount of 540.65 plus taxes. The expense is allocated from the budgetary item: Water system Salt

Carried unanimously



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

085-04-2023 APPROVAL OF RECYCLING AGREEMENT - 2023

Motioned by Tim Ferrigan and resolved to approve the yearly contract for the disposal of recycling materials and for the amount of \$324.45/ton. It is also resolved to authorize the Director General to sign the contract.

Carried unanimously

RA HALL – PARKS- RINK

086-04-2023 AUTHORIZATION OF EXPENSE – REPAIRS TO RA HALL FRIDGE

Motioned by Len Matthyssen and resolved to authorize the expense of \$1 450.00 plus taxes for the repair of the double glass sliding fridge at the RA hall. The expense is allocated from the budgetary item: RA Hall Maintenance.

Carried unanimously

087-04-2023 CROCQUES-LIVRES – WINTER LOCATIONS

Motioned by Suzanne Dubeau-Pilon and resolved that the winter locations for the croques-livres be at the Municipal office and MDJ.

Carried unanimously

088-04-2023 AUTHORIZATION OF EXPENSE – NEW FLOORING AT THE MDJ

Motioned by Jean-Pierre Landry and resolved to authorize the expense of \$3500 plus taxes for the supply of new flooring at the MDJ. The expense is allocated from the budgetary item: MDJ maintenance.

Carried unanimously

089-04-2023 JOB POSTING – SUMMER DAY CAMP

Motioned by Stéphanie Hébert-Shea and resolved to post the summer day camp job posting as prepared by MDJ.

Carried unanimously

090-04-2023 AUTHORIZATION OF EXPENSE – PARK IMPROVEMENTS

Motioned by Jean-Pierre Landry and resolved to authorize the expense of \$1200 for park improvements including the replacement of the shade shelters rook with blue tin. The expense is allocated from the budgetary item: Park Maintenance.

Carried unanimously

091-04-2023 AUTHORIZATION OF EXPENSE – REPAIRS TO RA HALL WALK IN COOLER

Motioned by Jean-Pierre Landry and resolved to authorize the expense of \$5200 plus taxes for the repair of the walk-in cooler. The expense is allocated from the PRABAM program.

Carried unanimously

092-04-2023 AUTHORIZATION OF EXPENSE – NEW ZERO-TURN LAWNMOWER

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$8000 plus taxes for the purchase of a new zero-turn lawnmower. The expense is allocated from the budgetary items: Equipment purchases. It is also resolved to transfer \$8000 from the budgetary item: Rink Maintenance to Equipment purchases.



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

Carried unanimously

093-04-2023 **AUTHORIZATION OF PURCHASE – PERMARINK – FRR VOLET 4**

Motioned by Josey Bouchard and resolved to authorize the purchase of the new fiberglass Permarink as quoted by Permafib for the amount of \$77 327.13 plus taxes pertaining to quote number SH2002-109 R00. The expense is allocated from the FRR Volet 4 program.

Carried unanimously

MRC/REGIONAL REPORT

It is noted that Suzanne Dubeau-Pilon gives an update from regional meeting of March 15 2023.

FINANCE AND ADMINISTRATION

094-04-2023 **MONTHLY BILLS**

Motioned by Tim Ferrigan and resolved to pay monthly bills as presented on the disbursement sheet of April 4 2023, in the amount of \$45 906.79

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, 4th day of April 2023.

Sarah Bertrand, DGST

095-04-2023 **AUTHORIZATION OF EXPENSE – QUOTE FROM EMC CONSULTANTE – FRR VOLET 2**

Motioned by Stéphanie Hébert-Shea and resolved to accept the quote from EMC Consultante regarding the preparation of the FRR volet 2 project proposal. The amount of \$1393 plus taxes is allocated from the budgetary item: Professional fees.

Carried unanimously

096-04-2023 **FRR – VOLET 2 - REVITALIZATION PROJECT**

Motioned by Leen Matthyssen and resolved to authorize the Director General, Sarah Bertrand, to deposit and sign the application and any related documents. **It is also resolved** to confirm the minimum contribution of 20%, of which at least 10% is monetary nature, of the total cost of the project.

Carried unanimously

097-04-2023 **AUTHORIZATION OF EXPENSE – CODE OF ETHICS TRAINING**

Motioned by Josey Bouchard and resolved to authorize the expense of \$300 for the mandatory training in ethics for the Leen Matthyssen. The amount of \$300 + taxes is allocated from the budgetary item: Council meetings and travel.

Carried unanimously

098-04-2023 **DESJARDINS ACCOUNT SIGNATORY**

Moved by Stephanie Hébert-Shea and resolved to replace the name of the signatory of the Desjardins account #815-30216-0080563-0 to Mr. Raymond Pilon. **It is also resolved** to



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

authorize the online access for the new mayor and that Mrs. Sarah Bertrand, secretary treasurer, signs the documents related to the request.

Carried unanimously

099-04-2023 **AUTHORIZATION OF EXPENSE – CORE+ MAX ELECTRIC CAR CHARGER**

Motioned by Josey Bouchard and resolved to authorize the expense of \$6 457 plus taxes for the purchase of the CORE+ MAX car charger by Flo. The expense is allocated from the budgetary item: car charger. It is noted that the purchase is admissible for a \$5000 grant from Resources Naturelles Canada and Tourisme Outaouais.

Carried unanimously

100-04-2023 **AGREEMENT TO SUPPORT THE INSTALLATION OF CHARGING STATIONS WITHIN THE FRAMEWORK OF THE "CHARGING STATIONS PROJECT IN PARTNERSHIP WITH TOURISME OUTAOUAIS AND CREDDO**

Motioned by Suzanne Dubeau-Pilon and resolved to accept the agreement as presented. **It is also resolved to** authorize the Director General to sign the agreement.

Carried unanimously

101-04-2023 **ACTIVE AND SEMI-ACTIVE RECORDS MANAGEMENT POLICY**

CONSIDERING THAT the records covered by the Active and Semi-Active Records Management Policy are a significant resource for conducting business and it is important to ensure, through proper management, their reliability, authenticity and integrity;

CONSIDERING THAT this policy is based on the Archives Act (R.S.Q., c. A-21.1) (hereinafter referred to as the "Act"), the Act to establish a legal framework for information technology (R.S.Q., c. C-1.1), the Municipal Code of Québec (R.S.Q. C27.1) and the Act respecting access to documents held by public bodies and the protection of personal information (R.S.Q., c. A-2.1).

CONSIDERING THAT this policy sets out the main rules relating to the classification, conservation, use and consultation of documents for which the Municipality of Campbell's Bay.

THEREFORE

Motioned by Jean-Pierre Landry and resolved to approve the *Active and Semi-Active Records Management Policy* as presented.

Carried unanimously

102-04-2023 **RETENTION SCHEDULE – ACCESS TO GALA (BANQ)**

WHEREAS pursuant to section 7 of the Archives Act (R.S.Q., c. A-21.1), every public body must establish and maintain a retention schedule for its records;

WHEREAS pursuant to the third paragraph of section 8 of that Act, every public body referred to in paragraphs 4 to 7 of the schedule must, in accordance with the regulations, submit to the Bibliothèque et Archives nationales du Québec (BAnQ) for approval its retention schedule and any amendment relating to the addition of new documents or relating to documents intended to be kept permanently;

WHEREAS the Municipality of Campbell's Bay is a public body referred to in paragraph 40 of the schedule to this Act;

WHEREAS the Municipality of Campbell's Bay wishes to use the GALA system for the development and submission of its retention policies;

WHEREAS the Municipality of Campbell's Bay does not have a delegation of authority or signature bylaw or its bylaw does not provide for the subject matter of this resolution;



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

Motioned by Leen Matthyssen and resolved to authorize the Director General, Sarah Bertrand to sign the retention schedule and any amendments relating to the addition of new records or relating to records intended for permanent retention, and to submit such schedule or amendment to the Bibliothèque et Archives nationales du Québec for approval.

Carried unanimously

103-04-2024 **REPLACEMENT OF THE MAYOR - MRC PONTIAC**

CONSIDERING the unopposed acclamation on March 24, 2023 of the candidates for the by-election scheduled for April 23, 2023

CONSIDERING THAT the Mayor must mandate a Councillor to replace him/her at the MRC Pontiac;

Therefore; Moved by Tim Ferrigan and resolved to appoint Councillor Suzanne Dubeau-Pilon as replacement for the Mayor at the MRC Pontiac.

Carried unanimously

HUMAN RESOURCES

RECOMMENDATION OF THE ADVISORY COMMITTEE- AMENDMENT TO THE DIRECTOR GENERAL'S WORKING CONDITIONS AGREEMENT

104-04-2023 **Motioned by Josey Bouchard** and resolved to accept the amendment to the agreement as recommend by the committee and that the agreement be renewed on September 1 2025.

It is noted that the Mayor sign the agreement.

Carried unanimously

105-04-2023 **POSTING - TRANSFER SITE ATTENDANT**

Motioned by Leen Matthyssen and resolved to hire Jeremy Labine as the transfer site attendant.

Carried unanimously

CIVIL SECURITY – FIRE

106-04-2023 **SQ LOCAL PRIORITIES**

Motioned by Stéphanie Hébert-Shea and resolved that the local priorities as outlined by the CSP committee be:

Priority 1: speeding in school zone on Leslie St and Front St.

Priority 2: drug trafficking

Carried unanimously

107-04-2023 **AUTHORIZATION OF EXPENSE – PUMPER COURSE**

Motioned by Jean-Pierre Landry and resolved to authorize the expense of \$10,000 for the training, monitoring and remuneration for the training of 4 FF for the pumper course. The expense is allocated from the budgetary item: FF training

Carried unanimously

AECL WEBINAR

Is it noted that Councilor Josey Bouchard gives an update to Council regarding a webinar hosted by AECL.



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

CORRESPONDANCE

108-04-2023 **RESOLUTION OF SUPPORT – MRC PONTIAC - REQUEST TO HYDRO-QUÉBEC (WALTHAM SUBSTATION) C.M. 2023-03-07**

CONSIDERING the recent power failure in the Upper-Pontiac sector on February 4th and 5th, 2023, during which some residents were deprived of power for more than 36 hours during extremely cold temperatures;

CONSIDERING resolution C.M. 2023-02-19 adopted on this subject by the MRC Pontiac ;

CONSIDERING THE recurrent power failures that occur in the Upper Pontiac sector;

CONSIDERING the numerous problems caused by this situation, including those related to public safety;

CONSIDERING the 5 billion Hydro-Québec fund dedicated to infrastructure improvement projects ;

CONSIDERING THAT the estimated cost for the construction of an electrical substation is 100 million dollars;

CONSIDERING THAT following discussions held with Hydro-Québec, a viable solution to the recurring problems of power failures in the Upper Pontiac sector would be the construction of an electrical substation in the municipality of Waltham

Motioned by Jean-Pierre Landry and resolved to support the MRC Pontiac's request to Hydro-Québec to set aside an amount of \$100 million in its next budget cycle for the construction of an electrical substation in the municipality of Waltham.

It is also resolved to transmit a copy of the present resolution to Hydro-Québec, to Mr. Pierre Fitzgibbon, Minister of Economy, Innovation and Energy, to Mr. François Bonnardel, Minister of Public Security as well as to Mr. André Fortin, MNA for Pontiac.

Carried unanimously

109-04-2023 **AUTHORIZATION OF EXPENSE – SHAWVILLE FAIR SPONSORSHIP**

Motioned by Suzanne Dubeau-Pilon and resolved to sponsor the Shawville Fair for the amount of \$100. The amount is allocated from the budgetary item: Public Relations.

It is noted that Councilor Josey Bouchard abstains from voting due to apparent conflict of interest.

Carried unanimously

110-04-2023 **AUTHORIZATION OF EXPENSE – PONTIAC CHAMBER OF COMMERCE MEMBERSHIP**

Motioned by Stéphanie Hébert-Shea and resolved to authorize the expense of \$75 plus taxes for the yearly membership of the Chamber of Commerce. The expense is allocated from the budgetary item: Public relations.

Carried unanimously



MUNICIPALITY OF CAMPBELL'S BAY
April 4, 2023

111-04-2023 **CLOSING OF THE MEETING**

Motioned by Leen Matthyssen and resolved to adjourn the meeting at 9:30 PM.

Carried unanimously

Raymond Pilon
Mayor

Sarah Bertrand
DGST