



**MUNICIPALITY OF CAMPBELL'S BAY  
SEPTEMBER 3, 2024**

**MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON SEPTEMBER 3, 2024, AT TOWN HALL SITUATED AT 59 LESLIE STREET, MUNICIPALITY OF CAMPBELL'S BAY.**

**PRESENT ARE:**

Mayor Raymond Pilon

**COUNCILLORS:**

Stephanie Hébert-Shea

Jean-Pierre Landry

Suzanne Dubeau-Pilon

Tim Ferrigan

Leen Matthyssen

Councilor Josey Bouchard motivated her absence.

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

**OPENING OF THE MEETING**

The above-named person's present forming quorum, the meeting is opened at 7:01 p.m. presided by Mayor Raymond Pilon.

**195-09-2024      ADOPTION OF THE AGENDA**

**Motioned by Suzanne Dubeau-Pilon** and resolved to accept the agenda as presented.

**Carried unanimously**

**196-09-2024      ADOPTION OF THE MINUTES – REGULAR MEETING OF AUGUST 13, 2024 AND SPECIAL MEETING AUGUST 20, 2024**

**Motioned by Tim Ferrigan** and resolved to adopt the minutes of the last meeting of August 13, 2024, and Special meeting August 20, 2024, sent by email.

**Carried unanimously**

**QUESTION PERIOD**

**VISITORS:** There are no visitors present.

**197-09-2024      URBANISM  
INSPECTOR'S MONTHLY REPORT**

**Motioned by Jean-Pierre Landry** and resolved to accept the inspector's monthly report for August 2024.

**Carried unanimously**

**198-09-2024      FILE REF. 35 711 / 51**

**WHEREAS** the property owner subject to file no 35 711/51 regarding nuisance remains in non-conformity with municipal bylaws;

**Motioned by Leen Matthyssen** and resolved to authorize the municipal inspector to issue a fine regarding the non-conformity of municipal bylaws in terms of nuisance.

**Carried unanimously**



## MUNICIPALITY OF CAMPBELL'S BAY SEPTEMBER 3, 2024

- 199-09-2024**      **PUBLIC WORKS**  
**PUBLIC WORKS MONTHLY REPORT**
- Motioned by Stéphanie Hébert-Shea** and resolved to accept the Director of public works monthly report as presented in person.
- Carried unanimously**
- 200-09-2024**      **STREET AND SIDEWALKS**  
**APPROVAL OF LIST OF PAVING WORK**
- Motioned by Tim Ferrigan** and resolved to accept the list of paving work and to proceed with a quote.
- Carried unanimously**
- 201-09-2024**      **WATER-SEWER-TRANSFER SITE**  
**DIRECTOR OF WATER MANAGEMENT MONTHLY REPORT**
- Motioned by Leen Matthyssen** and resolved to accept the Director of water management and special projects coordinator's monthly report for the month of August 2024.
- Carried unanimously**
- 202-09-2024**      **AUTHORIZATION OF EXPENSE – WATER METER INSTALLATION**
- Motioned by Stéphanie Hébert-Shea** and resolved to authorize the expense and payment to Plomberie Pontiac in the amount of \$860 plus taxes for the installation of a water meter at the municipal office. The expense is allocated from the TECQ 20204-2028 program.
- Carried unanimously**
- 203-09-2024**      **AUTHORIZATION OF EXPENSE – ANNUAL SEWER LINE MAINTENANCE**
- Motioned by Suzanne Dubeau-Pilon** and resolved to authorize the expense of \$5000 for the annual sewer line maintenance by Veolia. The expense is allocated from the budgetary item: Sewer system Maintenance.
- Carried unanimously**
- RA, RINK AND PARKS**  
**PAFIRSPA - BALL FIELD FENCE PROJECT**
- It is noted that** the Director General informs Council that she is still waiting to receive a quote for the replacement of the ball field fence.
- 204-09-2024**      **REQUEST FOR REDUCED RA HALL RENTAL RATE – CISSO – VEILLIR EN SANTÉ**
- WHEREAS** a request for a reduced rental rate from the CISSO was received regarding a future public invite: Vieillir en Santé;
- Motioned by Leen Matthyssen** and resolved to offer a reduced rate of \$250 for this free public event hosted by the CISSO.
- Carried unanimously**
- MRC REGIONAL REPORT**
- It is noted that** the mayor gives a report regarding regional files.
- FINANCE AND ADMINISTRATION**



## MUNICIPALITY OF CAMPBELL'S BAY SEPTEMBER 3, 2024

### 205-09-2024 MONTHLY BILLS

**Motioned by Leen Matthyssen** and resolved to pay monthly bills as presented on the disbursement sheet of September 2, 2024, in the amount of 50 875.13 \$

**Carried unanimously**

#### 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 3<sup>RD</sup> day of September 2024

Sarah Bertrand, DGGT

### 206-09-2024 APPLICATION FOR SEASONAL LIQUOR PERMIT

**WHEREAS** fundraising events during softball games organized by the Campbell's Bay Adult Softball League will be held every week between Wednesdays and Sundays from May 1 to October 30, 2025, at the Campbell's Bay Recreation Center;

**WHEREAS** the profits will be distributed directly for the of sports and leisure infrastructure projects in the Municipality of Campbell's Bay;

**WHEREAS** the representatives of the Softball League have agreed that all garbage, including beer cans, will be picked up properly;

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

**WHEREAS** a RACJ liquor permit is required;

**WHEREAS** the fee for the permit is \$297.50;

**Motioned by Jean-Pierre Landry** and resolved to authorize the Director General, Sarah Bertrand, to proceed with an application and payment for a liquor permit with the RACJ for the dates mentioned above. The expense is allocated from the budgetary item: Park Maintenance. **It is also resolved** to authorize Sarah Bertrand to sign the necessary documents.

**Carried unanimously**

### 207-09-2024 AUTHORIZATION – LEGAL PROCEEDINGS FOR TAX ARREARS

**Motioned by Suzanne Dubeau-Pilon** and resolved to send the dossier numbers 8415 and 3582 to RPGL Avocats for tax collection. It is noted that the fee equals 15% of tax arrears collected. The expense is allocated from the budgetary item: Legal fees.

**Carried unanimously**

### 208-09-2024 AUTHORIZATION TO SIGN FINANCIAL AID AGREEMENT WITH TOURISME OUTAOUAIS – CHEMINS D'EAU

**WHEREAS** the Municipality received a financial aid of 10 000\$ from Tourisme Outaouais for the Rue Front en lumières project within the Chemins d'eau tourist route program;

**WHEREAS** the Municipality approves the budget and municipal contribution as presented in the Annex A of the agreement;

**Motioned by Tim Ferrigan** and resolved to accept the conditions of the agreement and agreement and to authorize the Director General to sign the agreement.

**Carried unanimously**



## MUNICIPALITY OF CAMPBELL'S BAY SEPTEMBER 3, 2024

**209-09-2024**     **APPLICATION FOR FUNDING AND APPOINTMENT OF A SIGNING AGENT FOR THE "RAYONNEMENT DE LA CULTURE QUÉBÉCOISE, VOLET 3" CALL FOR PROJECTS ISSUED BY THE MINISTÈRE DE LA CULTURE ET DES COMMUNICATIONS**

**WHEREAS** the ministère de la Culture et des Communications (MCC) has issued a call for projects entitled "Rayonnement de la culture québécoise, Volet 3: Mise en œuvre de projets de créativité numérique dans les espaces publics et les lieux de diffusion culturelle du Québec" ;

**WHEREAS** the Municipality wishes to highlight local culture and boost the local economy through its "Rue Front en lumière" project;

**WHEREAS** the "Rue Front en lumière" project meets the eligibility criteria of this call for projects and will promote local history, enrich the cultural experience of citizens and visitors, and support local artistic creation;

**WHEREAS** the Municipality may receive a grant covering up to 90% of eligible expenses for this project, requiring a municipal contribution of at least 10% of eligible expenses;

**Motioned by Jean-Pierre Landry and resolved:**

1. **THAT** the Municipality authorizes the submission of a funding request to the Ministère de la Culture et des Communications within the framework of the "Rayonnement de la culture québécoise, Volet 3" call for projects for the "Rue Front en lumière" project;
2. **THAT** the Municipality apply for funding of at least \$128 855.12 to carry out the project, as recommended;
3. **THAT** Sarah Bertrand, Director General, is appointed as the municipality's agent to sign all documents relating to this funding application and to act as the official representative for this project;
4. **THAT** Jessica Nilsson, Special Projects Coordinator, be authorized to take all necessary steps for the preparation and submission of the funding application and for the completion of the project in accordance with the requirements of the call for projects;
5. **THAT** this resolution take effect immediately and that a certified copy is forwarded to the Ministère de la Culture et des Communications.

**Carried unanimously**

**210-09-2024**     **AUTHORIZATION OF EXPENSE – NOTARY FEES FOR TRANSFER OF PROPERTY**

**WHEREAS** the Municipality was declared the successful bidder for the property located at 55-57 Front Street at the MRC Pontiac's sale for non-payment of taxes on September 14, 2024;

**WHEREAS** the owner of the property located at 55-57 rue Front has not come forward within one year;

**WHEREAS** the Municipality now has the right to obtain title to the property;

**Consequently,**

**Motioned by Jean-Pierre Landry and resolved** to authorize notary fees for the preparation of a notarized contract by Trépanier et Raffoul Notaires. Expenses are allocated from budget item: legal fees

**Carried unanimously**



## MUNICIPALITY OF CAMPBELL'S BAY SEPTEMBER 3, 2024

### **211-09-2024      ESTABLISHMENT OF THE MADA ACTION PLAN STEERING COMMITTEE**

**WHEREAS** the Municipality of Campbell's Bay has adopted a MADA action plan aimed at improving the quality of life of seniors;

**WHEREAS** the creation of a steering committee is essential to ensure the implementation, evaluation and ongoing adjustment of this action plan;

**WHEREAS** the municipality wishes to involve various local stakeholders, including representatives of seniors, community organizations, as well as members of the municipal council, in order to ensure that the objectives of the MADA plan are achieved;

Motioned by Stéphanie Hébert-Shea and resolved:

1. **THAT** the Campbell's Bay Municipal Council authorizes the creation of the MADA action plan steering committee;
2. **THAT** the Steering Committee be composed of 6 members, including seniors' representatives, representatives of community organizations and members of the municipal council;
3. **THAT** the mandate of the Steering Committee be to oversee the implementation of the MADA action plan, evaluate progress, make recommendations for possible adjustments, and report regularly to the Municipal Council;
4. **THAT** the Steering Committee meet at least 2 times a year, and that a report is presented to the Municipal Council every 6 months;
5. **THAT** the Municipality of Campbell's Bay provide the logistical and administrative support necessary for the proper functioning of the Steering Committee.

**Carried unanimously**

### **212-09-2024      SNOW REMOVAL CONTRACT – MTQ – FRONT STREET**

**CONSIDERING THAT** the portion of Front St. from Leslie to Hwy 148 belongs to the Ministry of Transport – MTQ;

**CONSIDERING THAT** the Municipality includes this portion in the municipal snow removal contract;

**CONSIDERING THAT** the amount proposed by the MTQ to carry out this work for next year is \$5,625, plus a clause for fuel;

**Motioned by Suzanne Dubeau-Pilon** and resolved to accept the amount and to proceed with a 3-year firm contract with indexation clause to adjust costs annually in line with the Consumer Price Index (CPI). **It is also resolved to** authorize, Sarah Bertrand, Director General, to sign the contract.

**Carried unanimously**

### **HUMAN RESOURCES**

**It is noted that** Leen Matthyssen request in camera session at 8:15 p.m.

**It is noted that** Leen Matthyssen requests out of camera session at 8:19 p.m.

### **213-09-2024      RA HALL ATTENDANT – SICK LEAVE REPLACEMENT**

**Motioned by Tim Ferrigan** and resolved that Gerald Kluge replace Roxanne Kluge during her sick leave as maintenance attendant of the RA Hall and Town Hall.

**Carried unanimously**



## MUNICIPALITY OF CAMPBELL'S BAY SEPTEMBER 3, 2024

### 214-09-2024 POLICY FOR THE PREVENTION AND MANAGEMENT OF SITUATIONS OF HARASSMENT, VIOLENCE OR INCIVILITY IN THE WORKPLACE

**WHEREAS** every person has the right to evolve in a work environment that protects his or her health, safety and dignity;

**WHEREAS** the Act respecting labour standards requires all employers to adopt and make available a policy for the prevention and management of harassment situations, including a component dealing with conduct of a sexual nature;

**WHEREAS** the Municipality of Campbell's Bay adopted such a policy on January 15, 2019 (resolution no. 061-01-2019) and that an update is required following the adoption of the Act to Prevent and Combat Psychological Harassment and Violence of a Sexual Nature in the Workplace;

**WHEREAS** the Municipality of Campbell's Bay is committed to adopting proactive and preventive behaviors with respect to any situation resembling harassment, violence or incivility in the workplace, and to making the entire organization accountable in this regard;

**WHEREAS** the Municipality of Campbell's Bay does not tolerate or condone any form of harassment, violence or incivility in the workplace;

**WHEREAS** it is the responsibility of each member of the municipal organization to contribute to and promote the maintenance of a healthy work environment;

**THEREFORE, motioned by Jean-Pierre Landry and resolved:**

**THAT** the Municipality of Campbell's Bay repeal the POLICY FOR THE PREVENTION OF HARASSMENT, INCIVILITY AND VIOLENCE AT WORK adopted on January 15, 2019 (Resolution No. 061-01-2019).

**THAT** the Municipality of Campbell's Bay adopt the *Policy for the Prevention and Management of Situations of Harassment, Violence or Incivility in the Workplace*.

**Carried unanimously**

### 215-09-2024 CODE OF CIVILITY IN THE WORKPLACE

**WHEREAS** a code of workplace civility is a reference to guide interpersonal relations in the workplace;

**WHEREAS** a code of civility is an additional means of preventing workplace harassment, incivility and violence;

**Motioned by Leen Matthyssen and resolved** that the Municipality of Campbell's Bay adopt the *Code of Civility in the Workplace*.

**Carried unanimously**

### 216-09-2024 PREVENTION OF PSYCHOLOGICAL RISKS IN THE WORKPLACE (RPS)

**WHEREAS** legal obligations under the Act to modernize the occupational health and safety regime require employers to take the necessary measures to protect the health and ensure the physical and psychological integrity of employees;

**WHEREAS** the Municipality must include in its prevention action plan, psychosocial risks that may affect the health of its personnel;

**WHEREAS** the regional teams of the Réseau de santé publique en santé au travail (RSPSAT) support workplaces in taking charge of the prevention of work-related health risks, including PHI;

**WHEREAS** these RSPSAT services are offered at no additional cost to employers;



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**Consequently;**

**Motioned by Jean-Pierre Landry** and resolved that the Municipality of Campbell's Bay undertake the necessary steps relative to the creation of an action plan for the prevention of psychological risks in the workplace and collaborate with the RSPSAT in the identification and evaluation of psychological risks in the workplace, including information and awareness sessions.

**Carried unanimously**

**CIVIL SECURITY AND FIRE SAFETY SERVICE**

**217-09-2024**

**DIRECTOR OF FIRE SAFETY SERVICE MONTHLY REPORT**

**Motioned by Tim Ferrigan** and resolved to accept the Director of FSS monthly report for the month of August 2024.

**Carried unanimously**

**It is noted that** Suzanne Dubeau-Pilon request in camera session at 8:32 p.m.

**It is noted that** Suzanne Dubeau-Pilon requests out of camera session at 8:38p.m.

**218-09-2024**

**FIREFIGHTER ATTENDANCE FOR FIRE CALLS AND MONTHLY TRAINING SESSIONS JANUARY TO JUNE 2024**

**WHEREAS** firefighters are employees of the Municipality;

**WHEREAS** Council wishes to ensure a consistent attendance of firefighters during fire calls and monthly training sessions;

**WHEREAS** Council wishes to ensure the policies set in place are monitored and respected;

**Motioned by Leen Matthyssen** and resolved to accept the attendance report as presented in camera.

**Carried unanimously**

**219-09-2024**

**219-09-2024 TELECOMMUNICATIONS TOWER SITE LEASE AGREEMENT**

**WHEREAS** Campbell's Bay has acquired the rights of ownership of the telecommunications tower from Réseau Picanoc.Net inc. following a deed of sale executed in St-Hyacinthe on May 8, 2024;

**WHEREAS** the said telecommunications tower is located on lot 3 545 990 of the Quebec cadastre, which is situated at 1525, route 148, land owned by Litchfield;

**WHEREAS** said telecommunication tower is the subject of a lease between Litchfield and Télécommunications Xittel inc. acting on behalf of Réseau Picanoc.Net inc;

**WHEREAS** Campbell's Bay wishes to continue to operate this telecommunications tower for the purposes of the fire department;

**WHEREAS** it is expedient to enter into a lease for the continued operation of the telecommunications tower by Campbell's Bay for fire department purposes;

**THEREFORE;**

**Motioned by Jean-Pierre Landry** and resolved that the Municipality of Campbell's Bay accept the conditions of said contract and authorize the Mayor, Raymond Pilon and the Director General, Sarah Bertrand to sign the contract.

**Carried unanimously**



**MUNICIPALITY OF CAMPBELL'S BAY  
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**MISCELLANEOUS**

**It is noted that** a copy of MRC Pontiac bylaw 294-2024 concerning the declaration of jurisdiction by the MRC of Pontiac with respect to part of the management of residual materials for all municipalities on its territory - selective collection of certain recyclable materials was sent to Council by email.

**CORRESPONDANCE**

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

**220-09-2024**

**CLOSING OF THE MEETING**

**Motioned by Leen Matthyssen** and resolved to adjourn the meeting at 8:52 PM.

**Carried unanimously**

**Raymond Pilon  
Mayor**

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