



MUNICIPALITY OF CAMPBELL'S BAY NOVEMBER 5, 2024

MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON NOVEMBER 5, 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

Josey Bouchard

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 7:02 p.m. presided by Mayor Raymond Pilon.

266-11-2024 ADOPTION OF THE AGENDA

Motioned by Leen Matthyssen and resolved to accept the agenda as presented with addition 10 e) and 10 f).

Carried unanimously

267-11-2024 ADOPTION OF THE MINUTES – REGULAR MEETING OF OCTOBER 1 AND SPECIAL MEETING OF OCTOBER 24, 2024.

Motioned by Jean-Pierre Landry and resolved to adopt the minutes of the last meeting of October 1, 2024, and October 24, 2024, sent by email.

Carried unanimously

QUESTION PERIOD

VISITORS: There are no visitors present.

PUBLIC WORKS

268-11-2024 PUBLIC WORKS MONTHLY REPORT

Motioned by Josey Bouchard and resolved to accept the Director of public works monthly report as presented in person.

Carried unanimously

STREET AND SIDEWALKS

269-11-2024 MTQ – PROPOSED DETOUR – CULVERT REPLACEMENT HWY 148

WHEREAS the MTQ has approached the Municipality regarding a detour through Front and Leslie streets for a minimum of 4 weeks while they replace a culvert on the Hwy 148;

WHEREAS Council discussed the safety risks and challenges such as traffic, including heavy vehicles, would cause for the residents, users and municipal infrastructure;

Motioned by Josey Bouchard and resolved to not accept the proposed detour through Municipality due to safety risks and potential damage to the water and wastewater systems.

Carried unanimously



**MUNICIPALITY OF CAMPBELL'S BAY
NOVEMBER 5, 2024**

270-11-2024 **WATER-SEWER-TRANSFER SITE**
DIRECTOR OF WATER MANAGEMENT MONTHLY REPORT

Motioned by Leen Matthyseen and resolved to accept the Director of water management and special projects coordinator's monthly report for the month of October 2024.

Carried unanimously

271-11-2024 **INTERMUNICIPAL AGREEMENT FOR THE PROVISION OF SERVICES CONCERNING THE SELECTIVE**
COLLECTION OF CERTAIN RECYCLABLE MATERIALS ON THE TERRITORY OF THE MRC OF PONTIAC

WHEREAS the Council of the Municipality of Campbell's Bay has taken note of the terms and conditions of the intermunicipal agreement for the provision of services concerning the selective collection of certain recyclable materials on the territory of the Municipality;

Moved by Jean-Pierre Landry and resolved that the Mayor, Mr. Raymond Pilon and the Director General, Mrs. Sarah Bertrand are authorized to sign the agreement on behalf of the Municipality.

Carried unanimously

272-11-2024 **FINANCIAL AGREEMENT WITH ÉCO ENTREPRISES QUÉBEC**

WHEREAS the *Environment Quality Act* (R.S.Q., c. Q-2) ("the Act") was amended by the Act to amend mainly the *Environment Quality Act as regards deposits and selective collection* (S.Q. 2021, c. 5), assented to on March 17, 2021;

WHEREAS section 53.31.0.2 of the Act as amended provides that no municipality or group of municipalities may, on its own initiative, develop or implement all or part of a system for the selective collection of certain recyclable materials when the development, implementation and financing of such a system are entrusted to persons by by-law;

WHEREAS the *Regulation respecting a selective collection system for certain residual materials* (RLRQ, c. Q-2, r. 46.01) ("the Regulation") came into force on July 7, 2022;

WHEREAS ÉEQ is the management organization designated under Section I of Chapter III of the Regulation to develop, implement and financially support a Quebec-wide selective collection system for certain recyclable materials;

WHEREAS the signatory Organism is party to a contract for the collection and transportation of residual materials ending after December 31, 2024, or plans to award a short contract for the year 2025.

WHEREAS section 20 of the Regulation provides for the conclusion of an agreement between ÉEQ and a municipal body or aboriginal community that is party to a contract for the collection and transportation of residual materials that ends on a date subsequent to December 31, 2024, on the compensation of this municipal body or community for the services referred to in section 53.31.1 of the Act as it read prior to December 31, 2024, provided between January 1, 2025, and the end date of said contract.

WHEREAS certain other services will be assumed by ÉEQ as part of the selective collection system as of January 1, 2025;

WHEREAS it is necessary for the Parties to provide for the terms and conditions applicable to the payment of compensation and to the services assumed by ÉEQ as of January 1, 2025, through a financial agreement;

WHEREAS ÉEQ has identified the signatory Organization to enter into such an agreement for the Territory of application;

WHEREAS discussions have taken place between ÉEQ and the signatory organization with a view to concluding such an agreement;



**MUNICIPALITY OF CAMPBELL'S BAY
NOVEMBER 5, 2024**

WHEREAS the By-law provides for deadlines for the conclusion of the financial agreement;

WHEREAS the financial agreement is submitted to the members of Council;

It is motioned by Josey Bouchard and resolved

TO accept the terms of the financial agreement submitted to Council members, which form an integral part of this resolution;

TO authorize the mayor, Mr. Raymond Pilon, to sign the financial agreement with Éco Entreprises Québec.

Carried unanimously

273-11-2024

RECYCLING CONTRACT – MCGRIMMON CARTAGE – COLLECTION AND TRANSPORT OF RECYCLING MATERIALS FOR 2025

Motioned by Leen Matthyssen and resolved to authorize the Director General, Sarah Bertrand, to sign the agreement as presented for the collection and transport of recycling materials such as fibers, glass, aluminum and plastics at a rate of \$334.19/ton from January 1 to December 31, 2025.

Carried unanimously

SPORTS, LEISURE AND CULTURE

274-11-2024

PARTNERSHIP AGREEMENT BETWEEN THE CONSEIL RÉGIONAL DE L'ENVIRONNEMENT ET DU DÉVELOPPEMENT DURABLE DE L'OUTAOUAIS (CREDDO) AND THE MUNICIPALITY OF CAMPBELL'S BAY FOR THE PROJECT "L'AMÉNAGEMENT DU NOYAU VILLAGEOIS DE CAMPBELL'S BAY VERS LA TRANSITION ÉCOLOGIQUE ET L'ADAPTATION AUX CHANGEMENTS CLIMATIQUES".

CONSIDERING THAT the overall objective of the project is to produce a master plan that will be used to design design plans and specifications for the greening of the Campbell's Bay village core with the aim of increase the municipality's resilience to climate change, particularly heat waves and intense precipitation;

CONSIDERING THAT the Municipality has signed a financial assistance agreement dated March 26, 2024, providing for the payment of a grant of up to \$70,000 from the Government of Quebec under the Oasis program, with the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs (hereinafter the "Minister"), for the realization of the project "L'aménagement du noyau villageois de Campbell's Bay vers la transition écologique et l'adaptation aux changements climatiques" (hereinafter the "Project").

CONSIDERING THAT the Municipality has agreed to set aside \$17,500 for the realization of the Project.

CONSIDERING THAT the Municipality wishes to entrust the Organization with the execution and completion of the Project in accordance with the conditions and obligations stipulated in the financial assistance agreement with the Minister for the completion of the Project;

It is motioned by Suzanne Dubeau-Pilon and resolved to authorize the Director General, Sarah Bertrand, to sign the agreement as presented.

Carried unanimously

275-11-2024

AUTHORIZATION OF EXPENSE – REPAIRS TO THE MEMORIAL MONUMENT – JOHN ST PARK

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$1 200 plus taxes for the engraving of names on new plates for the memorial monument. The expense is allocated from the budgetary item: Park Maintenance. **It is also resolved** to transfer \$1 200 from the budgetary items: Wharf to Park Maintenance.

Carried unanimously



MUNICIPALITY OF CAMPBELL'S BAY NOVEMBER 5, 2024

MRC CULTURAL FUND CALL FOR PROJECT

It is noted that the Municipality won't be submitting a project within the MRC Cultural Fund.

276-11-2024

AUTHORIZATION OF EXPENSE – HOT CHOCOLATE FOR TREE LIGHTING CEREMONY – NOVEMBER 29, 2024

Motioned by Jean-Pierre Landry and resolved to authorize the expense of \$200 for the supply of hot chocolate for the tree lighting ceremony on November 29, 2024. The expense is allocated from the budgetary item: Public relations.

Carried unanimously

277-11-2024

AUTHORIZATION OF EXPENSE – CHRISTMAS GIFT FOR EMPLOYEES

Motioned by Suzanne Dubeau-Pilon and resolved to authorize the expense of \$100 per employee for a gift certificate to Mickey Creek Gold Club. The employees include the firefighters. The expense is allocated from the budgetary item: Christmas and Fire Christmas and Recognition. **It is also noted that** the Municipality of Litchfield is in agreement regarding the CBLFD firefighters.

Carried unanimously

278-11-2024

SANTA CLAUS PARADE - DECEMBER 7, 2024

CONSIDERING THAT the Santa Claus Parade will be held on December 7, 2024, at 1:00 p.m.;

CONSIDERING THAT Council has authorized the closing of the streets shown on the plan attached to this resolution, namely Reid, Pontiac, McFarlane, Martin, McCuaig, John and Leslie streets, as well as a section of Front Street (owned by the MTQ) between Martin and McCuaig streets, on December 7, 2024, from 1 p.m. to 2 p.m.;

Motioned by Jean-Pierre Landry and resolved to authorize expenses up to a maximum of \$1,500 for parade preparation, including candy distribution. The expense is charged to the "Santa Claus Parade" budget item.

Carried unanimously

MRC REGIONAL REPORT

It is noted that the mayor gives a report regarding regional files.

FINANCE AND ADMINISTRATION

279-11-2024

MONTHLY BILLS

Motioned by Leen Matthyssen and resolved to pay monthly bills as presented on the disbursement sheet of November 5, 2024, in the amount of 143 909.37\$.

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 5th day of November 2024

Sarah Bertrand, DGGT

REVISED OPERATING BUDGET-OMH

It is noted that a revised budget is presented to Council for the OMH – Vibert Pavilion.



MUNICIPALITY OF CAMPBELL'S BAY NOVEMBER 5, 2024

280-11-2024 BYLAW NUMBER 104-2024 DECREERING THE RULES FOR BUDGETARY CONTROL AND MONITORING

WHEREAS pursuant to the second paragraph of article 960.1 of the Municipal Code of Québec, Council must adopt a by-law concerning budgetary control and follow-up;

WHEREAS this by-law must stipulate, among other things, the means used to guarantee the availability of credits prior to any decision authorizing an expenditure, which means may vary depending on the authority granting the expenditure authorization or the type of expenditure planned;

WHEREAS, in accordance with the second paragraph of Section 165.1 of the Quebec Municipal Code, the hiring of an employee is only effective if, in accordance with the by-law adopted pursuant to the second paragraph of Section 960.1, credits are available for this purpose;

WHEREAS, pursuant to Section 961 of the Quebec Municipal Code, a by-law or resolution of Council authorizing an expenditure is only effective if, in accordance with the by-law adopted pursuant to the second paragraph of Section 960.1, credits are available for the purposes for which the expenditure is proposed;

WHEREAS, in accordance with the fourth paragraph of Article 961.1 of the Municipal Code of Québec, an authorization to incur expenses granted by virtue of a delegation has no effect unless, in accordance with the by-law adopted in accordance with the second paragraph of Article 960.1, credits are available for this purpose;

WHEREAS article 176.4 of the Quebec Municipal Code, and the fifth paragraph of article 961.1 provide for the terms and conditions of reporting to Council for the purposes of budgetary control and follow-up;

It is motioned by Jean-Pierre Landry and resolved that *Bylaw number 104-2024 - DECREERING THE RULES FOR BUDGETARY CONTROL AND MONITORING* is hereby adopted by Council.

Carried unanimously

281-11-2024 AUTHORIZATION OF EXPENSE – STRUCTURAL INSPECTION QUOTE – TENDER PREPARED BY THE FQM

Motioned by Stéphanie Hébert-Shea and resolved to authorize the expense of \$5 000 + taxes to carry out a visual inspection to the lowest conformed bidder. The expense is allocated from the budgetary item: Sewer filtration maintenance.

Carried unanimously

BILL 57 – ARTICLE 83 – COMPOSITION OF COUNCIL FROM 6 TO 4 COUNCILLORS

It is noted that Council discussed the possibility to reduce the number of councillors from 6 to 4. In summary, maintaining six councillors is intended to ensure democratic representation, avoid decision-making deadlocks, and offer more resilient governance. Ultimately, the decision to retain six councillors reflects Campbell's Bay's commitment to inclusive representation and effective governance.

282-10-2024 AUTHORIZATION OF EXPENSE- CHIP FM MEMBERSHIP

Motioned by Josey Bouchard and resolved to purchase a \$50 membership for CHIP FM. The expense is allocated from the budgetary item: donations and public relations.

Carried unanimously



**MUNICIPALITY OF CAMPBELL'S BAY
NOVEMBER 5, 2024**

283-11-2024 NOTICE OF MOTION AND PRESENTATION OF DRAFT BYLAW RESPECTING THE INTERNAL MANAGEMENT OF COUNCIL MEETINGS

NOTION OF MOTION AND PRESENTATION OF DRAFT BYLAW IS HEREBY GIVEN BY JEAN-PIERRE LANDRY that at a subsequent meeting, a bylaw respecting the internal management of council meetings of the municipality of Campbell's Bay will be adopted.

284-11-2024 TECQ PROGRAM - VERSION no 6

WHEREAS :

The Municipality has taken note of the Guide relative aux modalités de versement de la contribution gouvernementale dans le cadre du Programme de la taxe sur l'essence et de la contribution du Québec (TECQ) for the years 2019 to 2023;

The Municipality must comply with the terms and conditions of this guide in order to receive the government contribution confirmed in a letter from the Minister of Municipal Affairs and Housing.

Motioned by Stéphanie Hébert-Shea and resolved that:

THE municipality undertakes to comply with the terms and conditions of the guide that apply to it;

THE Municipality agrees to be solely responsible for and to hold harmless the Government of Canada and the Government of Quebec, as well as their ministers, senior officials, employees and agents, from and against any and all claims, demands, losses, damages and costs of any kind based on injury to or death of any person, damage to or loss of property caused by any deliberate or negligent act arising directly or indirectly from investments made using financial assistance obtained under the TECQ 2019-2023 program;

THE Municipality approves the content and authorizes the sending to the Ministère des Affaires municipales et de l'Habitation of the attached work program version no. 6 and all other documents required by the Ministère in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

THE municipality undertakes to meet the minimum capital expenditure threshold imposed on it for all five years of the program;

THE municipality undertakes to inform the Ministère des Affaires municipales et de l'Habitation of any changes made to the program of work approved by this resolution.

THE municipality hereby certifies that the work program, version no. 6, attached hereto, contains true costs and reflects the cost forecasts for eligible work.

Carried unanimously

285-11-2024 AUTHORIZATION OF EXPENSE - COLLABORATIVE EXPENSE FOR THE PREPARATION OF THE SPECIAL DIRECTIVES CONCERNING THE USE OF A LANGUAGE OTHER THAN THE OFFICIAL LANGUAGE

Motioned by Tim Ferrigan and resolved to authorize the expense of \$1000 for the preparation of the special directives as prepared by Deveau Avocats in collaboration with 3 other municipalities and as presented. The expense is allocated from the budgetary item: Legal fees

Carried unanimously

286-10-2024 ADOPTION OF A SPECIFIC DIRECTIVE CONCERNING THE USE OF A LANGUAGE OTHER THAN THE OFFICIAL LANGUAGE

CONSIDERING the assent, on June 1, 2022, of the Act respecting the official and common language of Québec, French (S.Q. 2022, c. 14), amending the Charter of the French Language (RLRQ, c. C-11) (hereinafter the "Charter");



MUNICIPALITY OF CAMPBELL'S BAY NOVEMBER 5, 2024

CONSIDERING THAT the Charter establishes a duty of exemplarity for the Administration, requiring municipal organizations to use the French language in an exemplary manner in their activities;

CONSIDERING THAT the Politique linguistique de l'État, which came into force on June 1, 2023, applies to municipal organizations;

CONSIDERING THAT the *Règlement sur la langue de l'Administration* (RLRQ, c. C-11, r.8.1) and the *Règlement concernant les dérogations au devoir d'exemplarité de l'Administration et les documents rédigés ou utilisés en recherche* (RLRQ, c. C-11, r.5.1) complete the legal regime applicable to the Administration with regard to the use of French and provide, in addition to those set out in the Charter, for situations where a language other than French may be used;

CONSIDERING THAT, in accordance with section 29.15 of the Charter, an organization of the Administration to which the State's language policy applies must adopt a directive specifying the nature of the situations in which it intends to use a language other than French in the cases permitted by the Charter and its regulations, and revise it at least every five years;

CONSIDERING THAT an organization recognized under section 29.1 of the Charter may waive the obligation to use French in an exemplary manner when, in accordance with the Charter, it uses the language that its recognition allows it to use;

CONSIDERING the obligation to transmit this directive, as well as any subsequent revision, to the Minister of the French Language, in addition to making it public on the Internet site of the municipality/MRC/regie;

Consequently, it is motioned by Suzanne Dubeau-Pilon and resolved:

To adopt the "Directive on the use of a language other than the official language of the Municipality of Campbell's Bay" attached in Appendix A (hereinafter the "Directive");

That the Directive of the Municipality of Campbell's Bay replaces the general directive of the Minister of the French Language in effect since June 1, 2023;

That this Directive will be:

- transmitted to the Minister of the French Language;
- published on the municipality's website;
- disseminated to the staff of the municipality/MRC/regie;
- revised at least every five years.

Carried unanimously

287-11-2024 **DEPOSIT OF COMPARATIVE STATEMENTS – M.C. 176.4**

Motioned by Jean-Pierre Landry and resolved to accept the deposit of 2 comparative statements as required by law and in accordance with article 176.4 of the Municipal Code of Québec.

Carried unanimously

288-11-2024 **2025 BUDGET DATES**

Motioned by Suzanne Dubeau-Pilon and resolved that the 2025 Budget preparation and adoption dates be the following:

- Finance Committee with Gerry: December 9, 2024
- Finance committee with Council: December 16, 2024, at 5p.m.
- Public Meeting to adopt the Budget: December 19, 2024, at 6p.m.

Carried unanimously

289-11-2024 **NOTION OF MOTION AND PRESENTATION OF DRAFT BYLAW MODIFYING BYLAW 101-2019 M02 REGARDING CONTRACTUAL MANAGEMENT ADOPTED AUGUST 15 2023**



**MUNICIPALITY OF CAMPBELL'S BAY
NOVEMBER 5, 2024**

NOTICE OF MOTION AND DEPOSIT OF DRAFT BYLAW IS HEREBY GIVEN BY LEEN MATTHYSSEN that at a subsequent meeting a bylaw will be adopted modifying the contractual bylaw 101-2019 M02.

290-11-2024

AUTHORIZATION OF EXPENSE – PAYMENT NO 2 TO PRISME ARCHITECTURES – FIREHALL PROJECT

Motioned by Stéphanie Hébert-Shea and resolved to authorize the payment of \$65 018.36 including taxes relating to invoice # 24443. The expense is allocated from the temporary loan # 80522 and borrowing bylaw # 103-2024 approved by Municipal Affairs on September 3, 2024, for the preparation of plans and specifications for the construction of a new firehall.

Carried unanimously

HUMAN RESOURCES

291-11-2024

PUBLIC WORKS LABOURER POSTING

Motioned by Josey Bouchard and resolved to hire Scott Tubman as public works labourer following the recommendation of the hiring committee.

Carried unanimously

292-11-2024

OCCASIONAL HELP POSTING

Motioned by Stéphanie Hébert-Shea and resolved to post a posting for a recall list for occasional replacement at the transfer site and occasional help in public works

Carried unanimously

293-11-2024

CANADA SUMMER JOBS GRANT

Motioned by Tim Ferrigan and resolved to apply for 2 positions for summer day camp animators within the Canada Summer jobs grant program.

Carried unanimously

294-11-2024

RESIGNATION OF FIREFIGHTER/OFFICER

Motioned by Josey Bouchard and resolved to accept the resignation letter of Firefighter and Officer Sylvain Dubeau.

Carried unanimously

CIVIL SECURITY AND FIRE SAFETY SERVICE

295-11-2024

DIRECTOR OF FIRE SAFETY SERVICE MONTHLY REPORT

Motioned by Leen Matthyssen and resolved to accept the Director of FSS monthly report for the month of October 2024.

Carried unanimously

PRISME ARCHITECTURES – PROGRESS REPORT 30% – NEW FIREHALL PROJECT

It is noted that the Director General presents the 30% progress report as prepared by Prisme Architecture for the new firehall project.

296-11-2024

RE-ADOPTION OF THE IMPLEMENTATION PLAN (PMO)



MUNICIPALITY OF CAMPBELL'S BAY NOVEMBER 5, 2024

WHEREAS the municipal council of the municipality of Campbell's Bay previously adopted the proposed Implementation Plan of the MRC Pontiac Fire Safety Cover Plan;

WHEREAS significant changes have been made to the plan since its first draft, including updates to the responsibilities of individual municipalities and various other actions;

WHEREAS the regional council of the MRC de Pontiac has adopted a resolution to suspend the filing of the Fire Safety Cover Plan to allow for its re-adoption by local municipalities;

WHEREAS the revised Implementation Plan (PMO) has been presented to the members of the municipal council for their review and consideration;

It is motioned by Leen Matthyssen and resolved that the council hereby adopts the revised Implementation Plan (PMO) as presented, and agrees to implement it as part of its fire safety measures.

Carried unanimously

297-11-2024

AUTHORIZATION OF EXPENSE - FIRE HALL PROJECT - GEOTECHNICAL STUDY AND ENVIRONMENTAL CHARACTERIZATION OF SOILS

Moved by Tim Ferrigan and resolved to authorize an expenditure of \$56,780 plus taxes for a geotechnical study and an environmental soil characterization study as specified in the offer of service bearing reference number 999-24013376-PP prepared by Les Services EXP inc. This expenditure authorization is part of the construction project for a new fire station. The expenditure is eligible under the PRACIM program and charged to the budget item - Firehall-PRACIM/ borrowing by-law no. 103-2024.

Carried unanimously

298-11-2024

AUTHORIZATION OF EXPENSE - FIRE STATION PROJECT - SITE AND NATURAL TERRAIN CHARACTERIZATION STUDY FOR THE INSTALLATION OF A SEPTIC SYSTEM N/REF: E4155-2410-13

Moved by Suzanne Dubeau-Pilon and resolved to authorize an expenditure of \$5,000 plus taxes for a characterization study of the site and natural terrain for the installation of a septic system, bearing reference number E4155-2410-13, prepared by Imausar Environnement inc. This expenditure authorization is part of the construction project for a new fire station. The expenditure is eligible under the PRACIM program and charged to the Firehall-PRACIM/ borrowing by-law no. 103-2024 budget item.

Carried unanimously

CORRESPONDANCE

It is noted that the correspondence is read to Council

299-11-2024

AUTHORIZATION OF EXPENSE – CONTRIBUTION TO THE PONTIAC LIONS CLUB

Motioned by Tim Ferrigan and resolved to authorize the expense of \$1200 as a contribution to the Pontiac Lions Club. The expense is allocated from the budgetary item: Public relations

Carried unanimously

300-11-2024

CLOSING OF THE MEETING

Motioned by Leen Matthyssen and resolved to adjourn the meeting at 10:38 PM.

Carried unanimously

Raymond Pilon
Mayor

Sarah Bertrand
Director General/Clerk-Treasurer