



MUNICIPALITY OF CAMPBELL'S BAY JANUARY 14, 2025

MINUTES OF A REGULAR MEETING OF THE COUNCIL HELD ON JANUARY 14, 2025, 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 and Director of public works, Chris Sauriol.

OPENING OF THE MEETING

The above-named person's present forming quorum, the meeting is opened at 7:00 p.m. presided by Mayor Raymond Pilon.

001-01-2025 ADOPTION OF THE AGENDA

Motioned by Tim Ferrigan and resolved to accept the agenda as presented with additions 8a) – School travel plan, 9e) – Authorization of Expense - salt and 14c) - Availability and mobilization time - FSS.

Carried unanimously

002-01-2025 WAIVER OF 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;

THEREFORE

Motioned by Tim Ferrigan and resolved

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

003-01-2025 ADOPTION OF THE MINUTES – REGULAR MEETING OF DECEMBER 3, 2024, AND SPECIAL MEETING DECEMBER 17, 2024.

Motioned by Jean-Pierre Landry and resolved to adopt the minutes of the last meeting of December 3, 2024, and Special Meeting of the budget on December 17, 2024, sent by email.

Carried unanimously

QUESTION PERIOD

VISITORS: There are no visitors present.

URBANISM

004-01-2025 MONTHLY REPORT OF THE MUNICIPAL INSPECTOR

Motioned by Suzanne Dubeau-Pilon and resolved to accept the monthly report for December 2024 prepared and signed by the municipal inspector.



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005-01-2025 **Carried unanimously**
CONSTITUTION OF THE DEMOLITION COMMITTEE – YEAR 2025

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;

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 Stéphanie Hébert-Shea 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, and that for the year 2025, 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

006-01-2025 **PUBLIC WORKS MONTHLY REPORT**

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

Carried unanimously

WATER-SEWER-TRANSFER SITE

007-01-2025 **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 December 2024.

Carried unanimously



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008-01-2025 AUTHORIZATION OF EXPENSE – GÉORADAR

Motioned by Leen Matthysen and resolved to authorize the expense of \$1800 plus taxes for the detection of certain watermains and shut offs within the Municipality. The expense is allocated from the budgetary item: Water system maintenance.

Carried unanimously

NOTICE OF MOTION IS HEREBY GIVEN BY JEAN-PIERRE LANDRY THAT A BYLAW REGARDING THE INSTALLATION OF WATER METERS as part of the Québec Strategy for Water Conservation and as required by the Ministry of Municipal Affairs and Housing (MAMH) will be adopted at a subsequent meeting.

ECO ENTREPRISE QUÉBEC (ÉEQ) NEW REGULATIONS REGARDING RECYCLABLE MATERIALS

It is noted that Nina Digioacchino, Environmental Coordinator at the MRC Pontiac presents to Council the new regulations regarding the Extended Producer Responsibility (EPR) in Québec. As of January 1, 2025, ÉEQ will assume full responsibility for the curbside recycling system in Québec, from collection to the second life of recyclable materials.

009-01-2025 AUTHORIZATION OF EXPENSE – SUPPLY, STORAGE AND DELIVERY OF WATER TREATMENT SALT

Motioned by Stéphanie Hébert-Shea and resolved to accept the new 2025 price of salt of \$575 per 1000 kg bag from Matériaux JLS. This per-unit cost includes supply, storage and delivery. The expense is allocated from the budgetary item: Water softener salt.

Carried Unanimously

STREETS AND SIDEWALKS

SCHOOL TRAVEL PLAN - CSSHBO

It is noted that the Director General informs Council that the CSSHBO has mandated MOBI-O to conduct a School Travel Plan (STP). The municipality will be consulted throughout this process.

SPORTS, LEISURE AND CULTURE

MASTER GREENING PLAN – PRELIMINARY STUDY - CREDDO

It is noted that the Director General presents the preliminary study of the Master Greening plan prepared by CREDDO that will be presented at the public consultation on January 23, 2025.

010-01-2025 AUTHORIZATION OF EXPENSE – WINTER CARNIVAL

Motioned by Tim Ferrigan and resolved to authorize the expense of \$1000 for the winter carnival to be held in February 2025. The expense is allocated from the budgetary item: Winter Carnival. **It is also noted** that the Municipality applied for a financial aid program from the MRC of \$500.

Carried unanimously

LSO – DSP – LEISURE DEVELOPMENT

It is noted that the Director General informs Council that the Municipality was chosen to participate in a new initiative aimed at identifying issues related to leisure development in rural municipalities in the Outaouais region. This initiative was entirely launched by Loisir Sports Outaouais (LSO) and the municipal team from the Outaouais Public Health Directorate (DSP).

MRC REGIONAL REPORT

FINANCE AND ADMINISTRATION



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011-01-2025 MONTHLY BILLS

Motioned by Leen Matthyssen and resolved to pay monthly bills as presented on the disbursement sheet of January 14, 2025, in the amount of 124 011.07 \$.

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 14th day of January 2025

Sarah Bertrand, DGGT

012-01-2025 CALENDAR OF REGULAR MEETINGS - YEAR 2025 – MODIFICATION

CONSIDERING THAT article 148 of the Québec Municipal Code stipulates that Council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the coming year, setting the day and time of the beginning of each;

CONSIDERING THAT council wishes to modify the November 2025 meeting from November 11 to November 18, 2025;

Motioned by Josey Bouchard and resolved that a public notice of the modification contents of this calendar be published by Sarah Bertrand, Clerk-Treasurer, in accordance with the Act governing the Municipality.

Carried unanimously

BILLBOARD ADVERTISING – CENTRE DE LOISIRS DES DRAVEURS

It is noted that payment for the 2025 advertising be clarified with the Association by Tim Ferrigan. A report will be presented at the next council meeting.

A NOTICE OF MOTION IS HEREBY GIVEN AND A DRAFT BYLAW IS HEREBY TABLED by councillor Stéphanie Hébert-Shea regarding ***Bylaw no 101-2025 regarding the imposition of the rates of property tax and services for the fiscal year 2025 and the conditions of collection.***

DEPOSIT OF PECUNIARY INTEREST DECLARATIONS

It is noted that all councillors present have deposited their pecuniary interest declarations in accordance with article 358 of the Act respecting elections and referendums in municipalities.

013-01-2025 NOMINATION OF AN EXTERNAL AUDITOR

WHEREAS in accordance with article 966 of the Municipal Code of Québec, a Municipality must nominate an external auditor, member of the Québec CPA Order, for a period of 5 years or more;

Motioned by Josey Bouchard and resolved to nominate Simon Thibault, member of the Québec CPA Order as external auditor for the Municipality of Campbell's Bay. **It is also resolved that** the Municipality must renew or nominate a new external auditor on or before January 1, 2030.

Carried unanimously

A NOTICE OF MOTION IS HEREBY GIVEN AND A DRAFT BYLAW IS HEREBY TABLED, in accordance with the Act respecting the remuneration of elected municipal officials, by councillor Suzanne Dubeau-Pilon regarding ***Bylaw no 102-2025 Pertaining to the remuneration of elected Municipal***



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officials. Such bylaw will be adopted at the March 11, 2025, meeting. Said draft bylaw is available for consultation at the Town Hall, located at 59 Leslie Street, Campbell's Bay, during business hours or on the website at www.campbellsbay.ca.

HUMAN RESOURCES

014-01-2025 TEMPORARY AND OCCASIONAL HELP POSTING

WHEREAS the Municipality launched a call for temporary and occasional help for the transfer site, rink and various municipal departments;

WHEREAS only one application was received;

Motioned by Leen Matthyssen and resolved to hire Levi Sauriol at the minimal hourly wage rate as temporary and occasional help at the transfer site, rink and other municipal departments, when required and needed.

Carried unanimously

015-01-2025 CIVIL SECURITY AND FIRE SAFETY SERVICE 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 December 2024.

Carried unanimously

016-01-2025 PRISME ARCHITECTURES – 45% PROGRESS REPORT – NEW FIREHALL PROJECT

Motioned by Jean-Pierre Landry and resolved to accept the plans and project estimate at 45% progress as prepared by Prisme Architecture and as presented by the Director General.

Carried unanimously

017-01-2025 SECOND DRAFT OF THE TABLE OUTLINING THE AVAILABILITY AND MOBILIZATION TIME OF FIREFIGHTING PERSONNEL – NEW FIRE SAFETY COVER ACTION PLAN

WHEREAS the civil security coordinator for the MRC Pontiac as prepared a second draft of the table outlining the availability and mobilization time of firefighting personnel in each municipality:

WHEREAS this table will be integrated into the new Fire Safety Cover Plan for the MRC de Pontiac;

WHEREAS the objective is to standardize the resources available across the region;

THEREFORE;

Motioned by Jean-Pierre Landry and resolved to accept the figures as prepared by the MRC Pontiac for the Municipality of Campbell's Bay:

Service de sécurité incendie	Casernes	Effectifs disponibles pour répondre à l'alerte initiale ¹					
		En semaine				Fin de semaine	
		Jour (6 h à 18 h)		Nuit (18 h à 6 h)		Nombre de pompiers	Temps de mobilisation
Nombre de pompiers	Temps de mobilisation	Nombre de pompiers	Temps de mobilisation				
Campbell's Bay / Litchfield	10	6	12	8	13	8	12
	11	-	-	-	-	-	-

It is also noted that the data will be revised in April 2025 and any modifications to the number of available firefighters be modified at that time to reflect the current reality.

Carried unanimously

CORRESPONDANCE



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It is noted that the correspondence is read to Council

018-01-2025 **CLOSING OF THE MEETING**

Motioned by Stéphanie Hébert-Shea and resolved to adjourn the meeting at 9:28 PM.

Carried unanimously

**Raymond Pilon
Mayor**

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