

June 11, 2024

A regular meeting of Shawville Council was called to order by Mayor Bill McCleary, at the town hall at 7:30 p.m., June 11, 2024 with Councillors, Richard Armitage, Julien Gagnon, Bill Hobbs, Brent Leach, Katie Sharpe and Denzil Yach as well as Sandy Twolan, Assistant Director General.

117-24 Moved by Brent Leach, and resolved that the agenda be adopted. Carried unanimously.

1. Adoption of Agenda
2. Adoption of regular meeting May 28, 2024
3. Visitors Question Period
4. Business arising from working session
 - A) Amend res 114-24 Summer Student
5. Agreement relating to the supply of FQM Technical personnel
6. Accounts presented for approval
7. Municipality of Clarendon - Boat Wash Station
8. Purchase of Fireworks
9. Library - Elevator
10. FQM - Convention
11. Jason Hynes
 - A) Quote EST 244 Main Street at Community Lodge
12. A) Notice of motion to amend by-law number 441-5 in Article 2 Committees Remuneration
 - B) Amend Resolution of Committees 258-23
13. Correspondence
14. Committee Report
15. Adjournment

118-24 Moved by Brent Leach, that the minutes of the regular meeting of May 28, 2024 be adopted as circulated. Carried unanimously.

No Visitors attended the meeting

119-24 Moved by Julien Gagnon, that the council of the Municipality of Shawville authorizes to amend resolution number 114-24 to hire Jakob Dumouchel as the summer student for 8 weeks at 35 hours per week at minimum wage. Carried unanimously.

WHEREAS the FQM has established an Engineering, Infrastructure and Adaptation to Climate Change service to support and advise municipalities that wish to retain this service;

WHEREAS the Municipality wishes to carry out the planning and management of its territory, its infrastructure and its municipal equipment and, for these purposes, use the engineering and technical expertise services of the FQM;

WHEREAS it is necessary to conclude an agreement with the FQM for this purpose, the terms of which are applicable to all municipalities wishing to use such services from the FQM;

120-24 **Therefore:** it is moved by Katie Sharpe, and resolved:

THAT the preamble forms an integral part of this resolution;

THAT the council authorizes the Municipality to use the engineering and technical expertise services of the FQM in order to carry out the planning and management of its territory, its infrastructures and its municipal equipment and, for this purpose, that the Municipality enter into an agreement with the FQM;

THAT the Director General, Crystal Webb And Mayor Bill McCleary are authorized to sign, on behalf of the Municipality, the agreement for the provision of technical services by the FQM applicable to all municipalities;

THAT the Director General, Crystal Webb be authorized to carry out any formalities arising from this agreement. Carried unanimously.

ANNEXA
HOURLY RATES - 2024

Customer Staff	Municipalities and MRC members FQM	Municipalities and non-FQM member MRCs
Boss engineer	\$131.25	\$170.63
Senior engineer, architect, regional engineering coordinator and procurement coordinator	\$116.78	\$157.64
Senior engineer and technician	\$98.90	\$133.52
Technician	\$82.00	\$110.70
Contract management lawyer	\$165 to \$200	\$206 to \$250

Student and support staff	\$42.96	\$57.98
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Accounts presented for approval

Bell Mobility		316.13
Benson Auto Parts		51.25
Biblio de l'Outaouais		68.98
CHSLD		500.00
Clean Water Works Inc.	16	306.67
Desjardins-Insurance	5	557.18
Deveau		546.14
Eurofins		581.77
Giant Tiger		413.08
Hayes Manufacturing		362.16
W.A. Hodgins	1	974.69
Homegrown Garden Centre		948.54
Hydro-Quebec	17	020.57
J&J Grocery		786.50
Joanne's Valu-Mart		40.00
Konica Minolta		172.46
M&R Feeds		209.00
Mastercard	2	850.84
McGrimmon Cartage	24	183.53
McGrimmon Cartage/ Campbells Bay Cement	3	596.71
Mickey Mcguire Const.	1	392.63
MRC Pontiac	87	881.78
O'Malley's Equipment		156.36
O'Malley Truck & Trailer Service		221.33
Petro Pontiac	1	189.88

Petty Cash	92.35
Pioneer Wireless	35.00
Plomberie Environord Inc.	4 656.49
R.E.M.	1 117.15
Rénovations Delta Inc.	45 024.21
Revenue Canada	6 267.55
Revenu Québec	17 181.55
SG Rutledge & Son Welding	218.45
Shawville Ford	3 122.12
Sheppard, Lori	560.52
Smiley Brothers	4 024.13
SSQ Financial Group	2 659.03
Superior Propane Inc.	134.52
Télébec Ltée.	436.55
Telus	268.79
Vallee Du Pontiac Electrique Inc.	4 068.96
Viking	1 379.70
Webb, Crystal	329.68
Total	\$258 904.93

Certificate of Availability of Funds

I, the undersigned, Assistant Director General of the Municipality of Shawville, hereby certify that funds are available for the expenses incurred in the accounts listed above.

Signed at Shawville, Quebec this 11th day of June, 2024

Sandy Twolan, (Ass't Director General)

121-24 Moved by Richard Armitage, and resolved that the Council of the Municipality of Shawville authorize the payment of the accounts totalling \$258 904.93. Carried unanimously.

Municipality of Clarendon - Boat Wash Station

The Municipality of Shawville council is interested in looking into this opportunity further.

122-24 Moved by Bill Hobbs, that the council of the Municipality of Shawville authorizes to purchase fireworks from Hands Fireworks in the amount of \$17,149.80 plus taxes. Carried unanimously.

123-24 Moved by Richard Armitage that the council of the Municipality of Shawville authorizes to hire Construction Laurent Filion in the amount of \$6,952.14 taxes included for the repairs at the Shawville/Clarendon Library Elevator, providing Clarendon agree to pay half. Carried unanimously.

124-24 Moved by Richard Armitage, that the council of the Municipality of Shawville gives authorization to the following council members Julien Gagnon and Katie Sharpe to attend the FQM training that will be held in Quebec from September 26 - 28. Carried unanimously.

125-24 Moved by Brent Leach, that the council of the Municipality of Shawville authorizes to hire Jason Hynes for EST210 in the amount of \$950.00 plus taxes for paving Community Lodge walk way located at 244 Main Street. Carried unanimously.

Councillor Julien Gagnon, brings in a notice of motion to amend By-Law number 441-5 in Article 2 committees remuneration

Correspondence

E-mail received from Librarians Heather Sly and Ruth Potter re. Library elevator

E-mail received from Lana Cowley re. Street closure for the 2024 Annual Shawville Street Market

Committee Reports

Bill McCleary

-Extended stay at Mill Dam Park

-FRR - Component 2 Grant

126-24 Moved by Katie Sharpe, that the council of the Municipality of Shawville authorizes to accept estimate EST215 and hire Jason Hynes in the amount of \$8,000.00 plus taxes based on the diagram given. Carried unanimously.

127-24 Moved by Katie Sharpe, that the council of the Municipality of Shawville authorizes the Director General, Crystal Webb to sign on behalf of the Municipality of Shawville for the Volet FRR 2 Grant, to hire providing that the application is shown to council for approval before the deadline. Carried unanimously.

Katie Sharpe

-Observation Deck Mill Dam Park

Julien Gagnon

-Report on a solar power possibility at the arena. Would allow for deductions with hydro rates.

-Upcoming Hydro Electric Bill # 69- 2 classes of Hydro consumption commercial and residential. Large hydro - increases on their way.

-Pre-emption (*municipal code article 1104.1*) allows municipalities the right to withhold property, vacant land, buildings. Exclusively for the municipality.

Richard Armitage

-Project Management Consultant - TECQ 2024 Program

128-24

Moved by Richard Armitage that the council of the Municipality of Shawville authorizes to accept the mandate from Consultant Martin Querry as follows, providing that the new TECQ project is accepted.

Understanding the Mandate

As part of the TECQ 2024 program, the Municipality of Shawville wishes to undertake various community development and infrastructure projects. Our project management consultant services include:

- Preliminary Analysis: Assessment of the needs and priorities of the municipality in relation to the criteria of the TECQ program.
- Strategic Planning: Development of a detailed project plan, including timelines, forecast budgets and necessary resources.
- Submission Management: Assistance in the preparation of calls for tenders and the selection of suppliers and subcontractors.
- Project Monitoring and Control: Continuous monitoring of work progress, management of deadlines and costs, and necessary adjustments to ensure compliance with project objectives.
- Reporting and Compliance: Production of detailed progress reports, compliance with TECQ program requirements and audit management.

Methodology

Our methodology is based on best practices in project management, adapted to the specificities of municipal projects:

- Inception Phase: Inception workshops with stakeholders to clearly define objectives, roles and responsibilities.
- Planning phase: Development of the project charter, verification and approval of shop drawings, detailed planning of tasks, identification of risks and mitigation strategies.
- Execution Phase: Coordination of activities, performance monitoring and proactive change management.
- Closure Phase: Verification of project delivery, documentation of lessons learned and administrative closure.

Pricing

We offer transparent and competitive pricing, based on an hourly rate of \$125/hr at 6.5 hours per week for a duration of 28 weeks (December 31, 2024 inclusive).

All for an estimated Total of (Taxes not included) \$22 750.00.
Carried unanimously.

129-24 Moved by Richard Armitage, that the council of the Municipality of Shawville authorizes to accept the quote from Josh Pasch Construction for the town hall front steps in the amount of \$23,904.00 plus taxes and the quote for the front step railing in the amount of \$8,080.00 plus taxes, providing that the job will be completed no later than September 30th 2024. Carried unanimously.

Bill Hobbs

-Shawville/Clarendon Fire Dept. Minutes

-Soap Box Derby June 30th

-Quote for filling station

130-24 Moved by Julien Gagnon, that the meeting be adjourned at 8:37 p.m.

Mayor

Ass't Director General