A regular meeting of Shawville Council was called to order by Mayor Bill McCleary, at the town hall at 7:30 p.m., August 12, 2025, with Councillors, Richard Armitage, Julien Gagnon, Bill Hobbs, Brent Leach, Katie Sharpe and Denzil Yach as well as Crystal Webb, Director General.

- 110-25 Moved by Brent Leach and resolved that the agenda be adopted. Carried unanimously.
 - 1. Call to Order
 - 2. Adoption of Agenda
 - 3. Adoption of Minutes July 8, 2025
 - 4. Visitors' Question Period
 - 5. Accounts Presented for Approval
 - 6. Approval of Financial Statement
 - 7. Council Meeting October 1, 2025
 - 8. Employee Status Change Part-Time to Full-Time
 - Public Works Employee Number 32-60 Recommendation for employment status change.
 - 9. Installation of 4-Way Stop King Street & Princess Street
 - Proposal for installation to improve traffic and pedestrian safety.
 - 10. Tender Approval Dundas Street Paving
 - Review and acceptance of tender submissions.
 - 11. Jason Hynes Construction Projects
 - EST331: Victoria Avenue/Shawville Ford
 - EST335: Argue Street & Douglas Street Approval of estimates and contractor assignment.
 - 12. Purchase concrete Sidewalks
 - New Apt. Mains Street
 - King Street
 - Center Street
 - 13. Summer Students Contract Extension
 - Extension of employment for Rowyn Laroque and Lincoln Dubeau to September 30, 2025.
 - 14. Transfer of Road Easement Lot 6 437 482 (Young Subdivision)
 - Approval for municipal road easement transfer.
 - 15. Purchase of Winter Street Banners
 - Authorization to purchase 10 winter-themed banners for seasonal décor.
 - 16. Subdivision Request Lot 5 638 206 (John Dale Road)
 - Review and decision on proposed subdivision.
 - 17. By-Law No. 461-1 Internal Management of Council Meetings
 - Adoption or amendment of council meeting procedures.
 - 18. Shawville Fair Request for Street Closures
 - Request for temporary closure of Dufferin & Lake Streets for fair activities.

- 19. Correspondence
 - Presentation and discussion of incoming correspondence.
- 20. Committee Reports
- 21. Adjournment
- 111-25 Moved by Brent Leach, and resolved that the minutes of July 8th, be adopted. Carried unanimously.

Visitors Question Period

Linda Davis attends the council meeting re. water boil notices, Christine Armitage attends the meeting re. Abattoir, Shawville Kitchen, water tech, graffiti located across from Mill Dam Park, Téa Allaire attends to observe

Accounts presented for Approval

July 2025 Accounts Listed	
2267080291 / Daniel Belair	226.05
AESL Instrumentation	3 655.35
Bell Mobility	316.26
Bensons	103.97
Big Hill Service Ltd.	30 056.25
Boileau, Robert	1 265.36
Campbells Polaris	125.04
Canadian Tire	461.56
Chateau Du Dollar Plus	68.85
Cimco	2 068.27
Crush Waste Management	8 219.42
Desjardins-Insurance	5 293.66
Deveau	1 313.87
Eurofin	2 588.95
Fillogreen	11 813.87
FQM	770.73
FQM Assurances	1 366.86
Hands Fireworks	22 995.00
Hayes Manufacturing	269.26
W.A. Hodgins	1 894.65
Hydro-Quebec	20 661.18
Iconix Waterworks	5 022.15
J&J Grocery	768.97
J.L. Richards & Assoc. Limited	6 057.93
Jackie McBane	275.89
Jason Hynes construction Inc.	53 750.81
Joanne Pronovost	2 600.00
Julien Gagnon	421.70
Katie Sharpe	421.69
Konica Minolta	277.09
Mastercard	6 624.74
Mickey McGuire Construction Ltd.	1 920.08
O'Malley Truck & Trailer Service	221.33

Paragraphe Library Bookstore	39.89
Petro Pontiac	2 977.52
Petty Cash	56.30
Pitney Bowes	229.69
Plomberie Environord Inc.	2 000.58
Pontiac Journal	160.97
Pontiac Printshop	941.85
Purolator	223.70
R.E.M.	1 619.36
Receiver General of Canada	6 987.10
Revenu Québec	17 920.58
Sheppard, Lori	593.24
SSQ Financial Group	3 303.34
Superior Propane	146.02
Telebec	873.12
Telus	705.37
Valu-Mart	168.96
Viking Fire Protection	4 972.67
WEPC	280.54
Xylem	10 382.71
Yohan Lamoureax	3 966.64
Total	\$252 446.94

Certificate of Availability of Funds

I, the undersigned, 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 12th day of August 2025

Crystal Webb (Director General)

112-25 Moved by Richard Armitage and resolved that the Council of the Municipality of Shawville authorize the payment of the accounts for the month of July in the amount totalling \$252 446.94. Carried unanimously.

113-25 Moved by Brent Leach, that the council of the Municipality of Shawville authorizes to adopt the 2024 financial statement presented by our Chartered Accountant, Luc Imbeau. Carried unanimously.

114-25 Moved by Katie Sharpe, that the council of the Municipality of Shawville authorizes the holding of a council meeting on October 1st ,2025 at 7:30 p.m. Carried unanimously.

WHEREAS the Municipality of Shawville employs Mario Begin to maintain the operations of the Public Works Department.

WHEREAS Mario Begin was previously employed on a three-month probation with the Public Works Department.

WHEREAS, the probationary period has been successfully completed as of July 28, 2025, and Mario Begin has satisfactorily met the expectations of the position.

115-25 **THEREFORE**, it is moved by Richard Armitage that employee number 32-60 being confirmed as a permanent full-time employee, effective July 28, 2025, following the successful completion of his probationary period.

BE IT FURTHER RESOLVED that a 2% salary increase be approved in conjunction with this change in employment status. Carried unanimously.

WHEREAS concerns have been raised by residents regarding safety at the intersection of King Street and Princess Street, which currently operates as a two-way stop.

WHEREAS issues identified by the Director General, Town Foreman, and Building Inspector include:

- Poor visibility caused by overgrown vegetation and nearby structures.
- A history of minor accidents and near misses.
- Frequent non-compliance with posted speed limits.

WHEREAS public and pedestrian safety remains a priority for the Municipality.

THEREFORE, it is moved by Katie Sharpe, that the Council of the Municipality of Shawville hereby approves the installation of a four-way stop at the intersection of King Street and Princess Street. Carried unanimously.

WHEREAS, the Municipality issued a tender for the paving of Dundas Street from Centre Street to 261 Dundas, with a total length of 261 metres and a width of 6.5 metres, including the removal of existing asphalt and the installation of new asphalt and appropriate tapering at Centre Street.

WHEREAS the following tender submissions were received (tax included):

- Jason Hynes: \$102,259.91
- 130247 Canada Inc.: \$107,897.14
- Mickey McGuire Construction Ltd.: \$110,755.42

WHEREAS the tender submitted by Jason Hynes in the amount of \$102,259.91 (tax included) is the lowest compliant bid.

117-25 **THEREFORE**, it is moved by Denzil Yach, that the Council of the Municipality of Shawville hereby awards the contract for the Paving of Dundas Street to Jason Hynes Construction in the amount of \$102,259.91 (tax included).

AND BE IT FURTHER RESOLVED THAT the project be funded in part through the *Programme d'aide à la voirie locales*, with the remaining balance to be funded through the 2024-2028 Gas Tax Fund. Carried unanimously.

WHEREAS Jason Hynes Construction has provided estimates for the following asphalt overlay projects:

1. Project EST331

Victoria Avenue at Shawville Ford

Area: 5m x 60m overlay

Total cost: \$14,659.31 (taxes included)

2. Project EST335

269 Argue Street and 260 Douglas Street Asphalt

Argue Street: 20m x 3.5m Douglas Street: 2m x 2m

Total cost: \$4,311.56 (taxes included)

WHEREAS the estimates provided by Jason Hynes Construction are deemed acceptable and in line with municipal project requirements.

of the Municipality of Shawville approve the estimates and award the contracts for Project EST335 in the amount of \$4,311.56 (taxes included) and Project EST331 in the amount of \$14,659.31 (taxes included) to Jason Hynes Construction; Carried unanimously.

WHEREAS the Municipality of Shawville is undertaking sidewalk improvements at various locations including:

- New Apartment Main Street: 35.5m x 1.5m
- King Street: 8.5m x 1.5m (1.5 m³)
- Center Street (Poor Condition Area 1): 5m x 1.5m
- Center Street (Poor Condition Area 2): 18m x 1.5m

WHEREAS the total cost for the required concrete, including taxes, amounts to \$5,379.34.

THEREFORE it is moved by Bill Hobbs, that the Council of the Municipality of Shawville hereby approves the purchase of concrete in the total amount of \$5,379.34 (taxes included) for sidewalk repairs at the above-listed locations. Carried unanimously.

WHEREAS Rowyn Laroque and Lincoln Dubeau have been employed as summer students by the Municipality during the 2025 summer term.

WHEREAS it is recommended that their employment be extended to support ongoing municipal operations.

120-25 **THEREFORE**, it is moved by Julien Gagnon, that the council of the Municipality of Shawville approve the extension of employment for Rowyn Laroque and Lincoln Dubeau until the end of September 2025, under the same terms and conditions. Carried unanimously.

WHEREAS, the developer, 9443-4438 Québec Inc., has agreed to transfer, for the nominal sum of one dollar (\$1), the road easement identified as lot number 6 437 482 and 6 437 471, comprising Orla Street and parts of Janet Street within the Young Subdivision, to the Municipality of Shawville.

WHEREAS, it is necessary to formalize said transfer by way of a notarial deed.

121-25 THEREFORE, it is moved by Richard Armitage THAT:

- The Municipality of Shawville hereby accepts the transfer (cession) of the road easement Lot 6 437 482 and 6 437 471, located within the Young Subdivision and comprising Orla Street and parts of Janet Street, from 9443-4438 Québec Inc., for the nominal sum of one dollar (\$1).
- The Mayor, Bill McCleary, and the Director General, Crystal Webb, be and are hereby authorized to sign all necessary documents and to appear before the Notary to execute the deed of transfer on behalf of the Municipality of Shawville.
- It is further resolved that the Municipality of Shawville shall not incur any expenses related to this transaction, including the costs of the transfer or notarial services, which shall be borne entirely by the transferor, 9443-4438 Québec Inc. Carried unanimously.

WHEREAS the Municipality requires the purchase of ten (10) winter street banners with the following specifications:

• Size: 28" x 60"

• Double-sided

• Material: 18 oz

WHEREAS the following quotations were received (taxes not included in listed prices):

- Enseignes Pontiac Enr.: \$119.95 per unit; total before taxes: \$1,199.50
- The Equity: \$188.96 per unit; total before taxes:

WHEREAS Enseignes Pontiac Enr. submitted the lowest compliant quote, with a total cost of \$1,379.55 including taxes, representing a savings of approximately \$792.85 compared to the next lowest bidder.

122-25 **THEREFORE** it is moved by Julien Gagnon, that Council authorize the purchase of ten (10) winter street banners from Enseignes Pontiac Enr. at a total cost of \$1,199.50 plus applicable taxes, for a total of approximately \$1,379.55.

AND BE IT FURTHER RESOLVED THAT the Director General be authorized to proceed with the order and coordinate delivery and installation as required. Carried unanimously.

WHEREAS, the Municipality has received a subdivision application from Maison PAJ14071581 Canada Inc.

WHEREAS, a subdivision project plan has been submitted by Olivier Pelletier, Arpenteurs-Géomètre, identified as Minutes 2322, Plan 250031H, concerning Cadastre numbers 6693674, 6693675, 6693676, 6696677, and Part of Lot (s) 5 638 206.

WHEREAS the proposed subdivision complies with applicable municipal planning and zoning regulations.

123-25 **THEREFORE**, it is moved by Bill Hobbs, that Council of the Municipality of Shawville hereby approves the subdivision plan submitted by Maison PAJ 14071581 Canada Inc., as prepared by Olivier Pelletier, Arpenteurs-Géomètre, under Minutes 2322, Plan 250031H. Carried unanimously.

CANADA

PROVINCE OF QUÉBEC
MUNICIPALITY OF SHAWVILLE
BY-LAW NUMBER 461-1
AMENDING BY-LAW 461

RESPECTING THE INTERNAL MANAGEMENT OF MEETINGS OF THE COUNCIL OF THE MUNICIPALITY OF SHAWVILLE

WHEREAS Section 491 of the Quebec Municipal Code (Section 331 of the Cities and Towns Act) allows Council to pass by-laws to regulate the conduct of Council proceedings and for the maintenance of good order and decorum during meetings.

WHEREAS the Municipality of Shawville wishes to take action to maintain order and decorum during the meetings of the Municipal Council.

WHEREAS it is appropriate for Council to pass a by-law to this effect.

WHEREAS notice of motion of this by-law was given by Katie Sharpe at the meeting held on July 8, 2025.

TITLE

ARTICLE 1

The preamble forms an integral part of this by-law.

COUNCIL MEETINGS

ARTICLE 2

Regular meetings of Council shall be held in accordance with the schedule established by resolution of Council, on the days and at the times fixed therein, and can be amended by resolution.

ARTICLE 3

Council shall sit in the Council Chambers in the Town Hall at

350, Main Street, Shawville, Québec, or at such other place as may be fixed by resolution.

ARTICLE 4

Council meetings are public.

ARTICLE 5

The deliberations must be made in a loud and intelligible voice.

ARTICLE 6

Unless otherwise specified in the notice of meeting, special meetings of Council shall begin at 7:30 p.m.

ARTICLE 7

ELECTRONIC DEVICES, CAMERAS AND RECORDING

During the council meeting all electronic devices should be set to vibrate or be silenced, not just cell phones (laptops, pagers, etc.)

It is forbidden to photograph, film, or record, in Council chambers without notification and permission.

ORDER AND DECORUM

ARTICLE 8

The Council shall be presided over in its meetings by its Mayor or the Pro-Mayor, or, failing that, by a member chosen from among the Councillors present.

ARTICLE 9

The mayor or any person presiding in his place shall maintain order and decorum and decides on the questions of order at meetings of council, except on appeal to council. He may order the exclusion of any person who disturbs the peace.

ARTICLE 10

The Director General shall prepare a draft agenda for any regular meeting for the members of Council and forwarded to the members of Council, together with the available materials useful in making decisions, not later than 72 hours in advance.

ARTICLE 11

The agenda for a regular meeting shall be completed and amended, if necessary, prior to its adoption, at the request of any member of the Council.

ARTICLE 12

The agenda of a regular meeting may, after adoption, be amended at any time, but only with the consent of a majority of the members of the Council present.

QUESTION PERIOD

ARTICLE 13

Council meetings shall include a period during which those present may ask oral questions or given in writing as well to Council members.

AMENDMENT TO ARTICLE 13 OF BY-LAW 461

Article 13 of By-law 461 is hereby repealed and replaced with the following text:

"ARTICLE 13 - PUBLIC QUESTION PERIODS

Council meetings shall include two public question periods: one at the beginning of the meeting, and one at the end.

ARTICLE 14

The first question period shall be for a maximum of fifteen (15) minutes at each meeting and may also be extended, if necessary, but may be terminated prematurely if there is no further business before the Council.

AMENDMENT TO ARTICLE 14 OF BY-LAW 461

Article 14 of By-law 461 is hereby repealed and replaced with the following text:

"ARTICLE 14 - PUBLIC QUESTION PERIODS

The first question period shall be for a maximum of fifteen (15) minutes at each meeting and may also be extended, if necessary, but may be terminated prematurely if there is no further business before the Council.

The second question period shall be limited to matters discussed during that meeting and limited to 10 minutes.

ARTICLE 15

Any member of the public present who wishes to ask a question shall:

- a. Identify himself beforehand.
- b. Address the Mayor.
- c. State to whom the question is directed.
- d. Ask only one question and one sub-question on the same subject. However, any person may ask a new question and a new sub-question when all persons wishing to ask a question to have done so, and so on in turn until the end of the question period.
- e. Address each other in polite terms and do not use abusive or libelous language.

ARTICLE 16

Each speaker is given a maximum of five minutes to ask a question and a sub-question, after which the mayor may end the intervention.

ARTICLE 17

The Council member to whom the question has been addressed may either respond immediately, respond at a subsequent meeting or respond in writing.

ARTICLE 18

Any member of the Council may, with the permission of the mayor, supplement the answer given.

ARTICLE 19

Only matters of a public nature shall be permitted, as opposed to matters of private interest that do not concern the business of the Municipality.

ARTICLE 20

Any member of the public present at a Council meeting who wishes to address a member of Council or the Director General, may do so only during question period.

ARTICLE 21

Any member of the public present at a Council meeting who addresses a member of Council or the Director General during question period, may only ask questions in accordance with the rules set out in articles 7, 14 to 23.

ARTICLE 22

Any member of the public present at a Council meeting shall refrain from shouting, heckling, singing, making noise or any other action that may interfere with the proper conduct of the meeting.

ARTICLE 23

Any member of the public present at a Council meeting shall obey an order of the presiding officer relating to order and decorum during Council meetings.

WRITTEN REQUESTS

ARTICLE 24

Petitions or other written requests addressed to the Council or to any member shall not be placed on the agenda or read at the meeting, except as provided by law.

PROCEDURES FOR SUBMITTING REQUESTS, RESOLUTIONS AND PROPOSED BYLAWS

ARTICLE 25

Resolutions and by-laws shall be presented by an elected official who shall explain the proposal to Council, or, at the request of the mayor, by the Director General.

Once the proposal has been presented, the chairperson of the meeting shall ensure that all council members who wish to vote on the matter have had an opportunity to do so.

Once a proposed resolution or by-law has been presented, and all members of Council who wish to speak on the matter have had an opportunity to do so, a member of Council may submit a request to amend the proposal.

ARTICLE 26

When a request for amendment is made by a Council member, the Council shall first vote on the amendment presented. When the amendment is adopted, the Council shall then vote on the original draft as amended. If the amendment is not adopted, the Council shall vote on the

original draft. The rules applicable to voting on the original draft shall apply to voting on the amendment.

ARTICLE 27

Any member of Council may at any time during the debate require the reading of the original proposal or amendment and the Mayor or the Director General at the request of the mayor or the presiding member of Council presiding over the meeting, shall so read.

ARTICLE 28

At the request of the Chairperson of the meeting, the Director General may give his or her opinion or make any observations or suggestions he or she deems appropriate with respect to the matters of deliberations.

VOTE

ARTICLE 29

Votes are cast orally and, at the request of a Council member, recorded in the Council's minute book.

ARTICLE 30

With the exception of the Mayor of the meeting, every member of the municipal Council is required to vote under penalty of the sanctions provided for by law, unless he is exempt or prevented from doing so by reason of his interest in the matter concerned, in accordance with the Act respecting elections and referendums in municipalities (RLRQ, c. E-2.2).

ARTICLE 31

All decisions must be taken by a majority of members present, except where the law requires a different majority.

ARTICLE 32

When votes are equally divided, the decision is deemed to have been made in the negative.

ARTICLE 33

The motives of individual Council members during a vote are not recorded in the minutes.

ADJOURNMENT

ARTICLE 34

Any regular or special meeting may be adjourned by the Council to another time on the same day or to another day thereafter, without it being necessary to give notice of the adjournment to the members who were not present.

No new business may be submitted or considered at an

adjourned special meeting unless all Council members are present and consent.

ARTICLE 35

When there is no quorum, two Council members may adjourn the meeting one hour after the lack of quorum has been established. The time of adjournment and the names of Council members present must be recorded in the minutes of the meeting.

In this case, special written notice of the adjournment must be given by the Director General to the members of Council who were not present at the time of the adjournment. Service of this notice must be recorded, at the resumption of the adjourned meeting, in the same manner as that of the notice convening a special meeting.

ARTICLE 36

Nothing in this by-law shall be construed so as to restrict the powers granted by law to members of the Municipal Council.

PENALTY

ARTICLE 37

Any person acting in contravention of articles 7, 14 to 23 of this by-law commits an offence and is liable to a minimum fine of \$200 for a first offence and \$400 for a subsequent offence, said fine in no case to exceed \$1,000. Costs for each infraction are extra.

Failure to pay within the time limit set by the Court will render the offender liable to the penalties provided for in the Code of Penal Procedure of Quebec (RLRQ, c. C-25.1).

INTERPRETATION AND FINAL PROVISIONS

ARTICLE 38

This draft by-law will come into force in accordance with the law.

124-25 **THEREFORE** it is moved by Katie Sharpe, that the council of the Municipality of Shawville authorizes that By-Law Number 461-1 was read and adopted this day of August 12, 2025.

Bill McCleary Crystal Webb
Mayor Director General

Discussion: Shawville Fair - Request for Street Closures (Dufferin & Lake Streets)

- 125-25 Moved by Katie Sharpe that during the Shawville Fair, there will be no parking on the following streets:
 - Lang Street no parking on either side from Victoria Avenue to Clarendon Street
 - Clarendon Street no parking on either side from Calumet Street to Arque Street
 - Dufferin Street no parking from Victoria Avenue to Lake Street

A copy of this resolution will be sent to the Sûreté du Québec (SQ). Carried unanimously.

Correspondence

-Received letter from Katie Taylor re. proposal for the construction of a Sidewalk on Marion

Discussion: Council expressed openness to the proposed project; however, further review is required to identify potential sources of funding and to assess the availability and suitability of land before moving forward.

Another topic of discussion was to have our building inspector analyze the setbacks along Marion Street and to provide cost estimates for potential future sidewalks and street allowances.

Committee Report

Bill McCleary

-Chief white re. Energy waste

Katie Sharpe

- -PPJ Park
- -Set up a protocol re. water boil

Richard Armitage

- -Installation of the new crosswalks
- -East End Condenser

Julien Gagnon

-Discussion: Shawville Arena need to implement a plan

Whereas the Municipality of Shawville has undertaken significant work regarding the Shawville Arena, including the replacement of the ice resurfacer (Zamboni), various repairs to arena equipment and systems, a financial analysis of arena operations and budgets, and the commissioning of a pre-feasibility study on the arena infrastructure;

Whereas the arena is a regional community asset, and the

Municipality wishes to consider intermunicipal partnerships and transparent engagement with all affected parties before deciding on the best course of action (improvement, repair, replacement, or status quo);

Whereas timely, structured communications with neighbouring municipalities and user groups are essential to assess interest, define cost-sharing principles, and clarify expectations;

- 126-25 Therefore, it is proposed by Julien Gagnon and resolved that the Council of the Municipality of Shawville:
 - 1. Direct the Director General to prepare a Communication and Strategic Engagement Plan to share the above information with potential partner municipalities—including but not limited to Bristol, Clarendon, Pontiac, Portage-du-Fort, and Thorne—and any other relevant municipal stakeholders. The Plan shall outline key messages, materials, timelines, and formats (presentations, briefings, information sessions), and be presented to Council within 60 days.
 - 2. Authorize the Mayor and Director General to initiate formal discussions with the municipalities named above and to schedule joint presentations and information sessions to present findings, gather feedback, and explore partnership frameworks, including preliminary cost-sharing principles and governance options.
 - 3. Direct staff to establish and maintain communication with the Pontiac Arena Fund (as a partner organization), the Pontiac Agricultural Society (as landlord of the arena building), the Shawville District Minor Hockey Association, and the Shawville Figure Skating Club (as client organizations) to inform them of Council's intentions and to solicit input on options to improve, repair, replace, or maintain the current infrastructure.
 - 4. Require a progress report to Council no later than 90 days from adoption of this resolution, summarizing outreach results, partner interest, preliminary costsharing concepts, and recommended next steps.
 - 5. Provide that, if no preliminary intermunicipal path forward is identified within 120 days of this resolution, staff shall organize public information sessions for Shawville ratepayers to present the available options and their financial/tax implications, and to collect public feedback for Council's consideration.
 - 6. Authorize staff to carry out the above within existing approved budgets, and to return to Council for approval of any additional resources if required. This

resolution does not constitute approval of any capital project; any future project will be subject to separate Council approval. Carried unanimously.

Brent Leach Question re. Tenders

Denzil Yach
-Repairs to Veteran's Fountain

127-25 Moved by Julien Gagnon, that the meeting be adjourned at $9:00~\mathrm{p.m.}$

Mayor	Director General