

A regular meeting of Shawville Council was called to order by Mayor Bill McCleary, at the town hall at 7:30 p.m., September 9, 2025, with Councillors, Richard Armitage, Julien Gagnon, Bill Hobbs, Brent Leach, Katie Sharpe and Denzil Yach as well as Crystal Webb, Director General.

## **2. Adoption of Agenda**

128-25 Moved by Julien Gagnon and resolved that the agenda be adopted with two additions 13.A Hire an employee for the arena and 13.B) Shawville Fair. Carried unanimously.

1. Call to Order
  - Opening of the meeting by the Chair.
2. Adoption of Agenda
  - Review and approval of the meeting agenda.
3. Adoption of Minutes - August 12, 2025
  - Approval of the minutes from the previous council meeting.
4. Visitors' Question Period
  - Opportunity for the public to address the Council with questions or concerns.
5. Accounts Presented for Approval
  - Review and approval of the municipal financial accounts and payments.
6. Amend resolution number 95-25
  - Summer student replacement Blake McGee for Rowyn Larocque
7. Invoice Received from Brébeuf
  - For the approval of payment to Brébeuf for the work completed at the Spring Station:
8. Purchase of Generator - Water Tower
  - Proposal and approval for purchasing a generator for emergency power at the water tower.
9. Acceptance of Winter Contracts
  - Review and approval of contracts for the 2025-2026 winter season:
    - A. Blowing Snow -(3-year contract)
    - B. Hauling Snow
    - C. Heating Oil Supply - (3-year contract)
    - D. Diesel Supply - (3 - year contract)
    - E. Supply, Mix, Piling, and Hauling
    - F. Road Salt Supply
    - G. Bulldozer for Snow Dump Operations
10. Adoption of Draft By-Law 467 - Creation of Committee
  - Discussion and formal adoption of By-Law 467 to establish a new municipal committee.
11. Land Sale - September 11, 2025
  - Authorization for Director General to Place Bids on Behalf of the Municipality

12. Proposal from CSI Committee and MRC Council of Mayors

- Resolution -Intention to participate in the regionalization of Fire services and creation of an analysis and/or transition committee

13. Purchase Compost Bins

- Payment for Compost Bins and Organic Kitchen Carriers - Recyc-Québec Grant

13.A) Hire an Arena Employee

13.B) Shawville Fair

14. Correspondence

- Review of letters, notices, or communications received from the last meeting.

15. Committee Reports

- Updates from municipal committees and discussion of ongoing initiatives.

16. Adjournment

- Formal close of the meeting.

129-25 Moved by Brent Leach, and resolved that the minutes of August 12<sup>th</sup>, be adopted. Carried unanimously.

**Visitors' Question Period**

Linda Davis attends the meeting to discuss the Arena will the Engineers who prepared the study be attending the public meeting. Access to documents.

**Accounts presented for Approval**

|                            |           |
|----------------------------|-----------|
| 2267080291 / Daniel Belair | 820.00    |
| Brad Peck                  | 172.45    |
| Boileau, Robert            | 106.74    |
| Campbell's Bay Cement      | 3 018.98  |
| Campbells Polaris          | 550.91    |
| Connelly and Koshy         | 19 743.51 |
| Crush Waste Management     | 10 406.56 |
| Custom Tree Service        | 2 328.25  |
| Desjardins-Insurance       | 6 792.92  |
| Deveau                     | 774.65    |
| Dian Industrial Corp       | 2 762.85  |
| Erwin Mobile Repair        | 896.75    |
| Fillogreen                 | 23 027.89 |
| Forterra                   | 2 800.40  |
| FQM                        | 776.13    |
| Graphica Impression        | 257.54    |
| Groupe CCL                 | 442.65    |
| Hayes Manufacturing        | 265.89    |
| W.A. Hodgins               | 1 400.92  |

|                                  |                      |
|----------------------------------|----------------------|
| Huckabones Equipment             | 258.11               |
| Hydro-Quebec                     | 4 695.80             |
| Konica Minolta                   | 277.09               |
| Lamarche and McGuinty Inc.       | 201.59               |
| Layman Fire and Safety           | 960.50               |
| Leaf Hydraulics                  | 182.77               |
| Mastercard                       | 6 850.81             |
| M.R.C.Pontiac                    | 92 731.52            |
| Municipality of Clarendon        | 15 755.92            |
| O'Malley Truck & Trailer Service | 482.90               |
| Petro Pontiac                    | 1 786.22             |
| Petty Cash                       | 81.20                |
| Plomberie Environord Inc.        | 2 506.47             |
| Pontiac Agricultural Society     | 21 527.50            |
| Pontiac Printshop                | 75.52                |
| R.E.M.                           | 1 812.36             |
| Racine Mobile Mechanic           | 218.45               |
| Receiver General of Canada       | 8 358.21             |
| Revenu Québec                    | 21 485.85            |
| SG Rutledge and Son Welding      | 179.36               |
| Signal Services                  | 726.07               |
| Sheppard, Lori                   | 651.28               |
| SSQ Financial Group              | 4 207.41             |
| Superior Propane                 | 134.52               |
| Telebec                          | 436.56               |
| Telematik                        | 1 958.02             |
| Telus                            | 167.39               |
| Wesley Tubman                    | 180.00               |
| Vallee Du Pontiac Electrique     | 1 449.18             |
| <b>Total</b>                     | <b>\$ 267 684.57</b> |

#### 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 9th day of September, 2025

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Crystal Webb (Director General)

- 130-25 Moved by Richard Armitage and resolved that the Council of the Municipality of Shawville authorize the payment of the accounts for the month of September in the amount totalling \$267 684.57. Carried unanimously.

131-25 Moved by Brent Leach and resolved that the council of the Municipality of Shawville authorizes the amendment of resolution No. 95-25 - Summer Student Replacement to reflect the replacement of Blake McGee with Rowyn Larocque as the appointed summer student. Carried unanimously.

**WHEREAS** the booster pump system installation at the Spring Station has been completed by Brébeuf in accordance with project specifications and scope of work.

**WHEREAS** performance testing of the system confirms that the installation meets design and operational expectations, including achieving the intended flow rates under controlled conditions and supporting the town's water supply requirements.

**WHEREAS** no deficiencies have been identified that would warrant withholding payment, and operational testing validates the system's functionality and compliance with the approved design.

**WHEREAS** the total invoiced amount for the completed work is \$74,186.05 plus applicable taxes, as outlined and authorized under Resolution No. 155-24.

132-25 **THEREFORE** it is moved by Richard Armitage that the Council of the Municipality of Shawville hereby approves the issuance of full payment to Brébeuf in the amount of \$74,186.05 plus applicable taxes for the completed and accepted work at the Spring Station Booster System. Carried unanimously.

Councillor Bill Hobbs attends the meeting at 8:05 p.m.

#### **Acceptance of Winter Contracts**

- **Review and approval of contracts for the 2025-2026 winter season:**

- A. Blowing Snow
- B. Hauling Snow
- C. Heating Oil Supply
- D. Diesel Supply
- E. Supply Mix Piling and Hauling
- F. Salt Supply
- G. Bulldozer for Snow Dump Operations

#### **A) Blowing Snow**

#### **Smiley Brothers 3-year contract**

2025-2026 \$375.00 per hr  
2026-2027 \$375.00 per hr  
2027-2028 \$375.00 per hr

133-25 Moved by Julien Gagnon, that the Municipality of Shawville authorizes to accept a three-year tender from Smiley Bros Agri-Services Inc. for the blowing snow with the following conditions.

2025-2026 Amount Tendered: \$375.00 per hr plus taxes  
2026-2027 Amount Tendered: \$375.00 per hr plus taxes  
2027-2028 Amount Tendered: \$375.00 per hr plus taxes

- The Municipality retains the right to use our own equipment to load snow and or remove from the street.
- The hourly rate will be applied to the 10-hour standby charge for the months of December, January, and February.
- The successful winning tender must make the Municipality of Shawville a priority for snow removal; the public works staff will give as much advance notice as possible. Carried unanimously.

**B) Hauling Snow Contracts season 2025-2026**

| Contractor                       | Equipment Description                              | Hourly Rate |
|----------------------------------|--|-------------|
| Ralph M Lang Custom Inc.         | Truck 2 - 2020 Western Star + 2 axle trailer 30 cy | \$125.00/hr |
| Jason Cartier                    | 2016 Tractor/2025 Mack Midland trailer 30 cy       | \$135.00/hr |
| Todd Brownlee                    | 2003 Freightliner Classic / 2006                   | \$135.00/hr |
| Mickey McGuire                   | Truck 2 - 2020 Midland 2-Axle Trailer              | \$140.00/hr |
|                                  | Truck 1 - 2022 Peterbilt Tri-Axle                  | \$125.00/hr |
|                                  | Truck 3 - 2021 Peterbilt Tri-Axle                  | \$125.00/hr |
|                                  | Truck 4 -2006 Sterling Tri-Axle                    | \$125.00/hr |
| Ralph M. Lang Custom Inc.        | Truck 1 - 2015 Mack                                | \$100.00/hr |
| Kelly Brothers Equipment Rentals | Truck 1 - 2019 Peterbilt 567 Tri-Axle              | \$135.00/hr |
|                                  | Truck 2 - 2003 Peterbilt 330                       | \$110.00/hr |
| Les Entreprises Brian Stanton    | 2004 Sterling                                      | \$135.00/hr |

134-25 Moved by Bill Hobbs, that the Council of the Municipality of Shawville will hire the aforementioned trucks for the purpose of hauling snow from municipal streets during the 2025-2026 winter season, at the hourly rates indicated above, including applicable taxes. Carried unanimously.

### **C. Heating Oil Supply**

#### **MacEwen Petroleum**

2025-2026 \$-0.0235

2026-2027 \$-0.0235

2027-2028 \$-0.0235

#### **Petro Pontiac**

2025-2026 \$0.02

2026-2027 \$0.02

2027-2028 \$0.02

- 135-25 Moved by Julien Gagnon, that the Council of the Municipality of Shawville awards the tender for Heating Oil to MacEwen Petroleum for the next three seasons:  
2025-2026 a markup price of \$-0.0235 cents per litre  
2026-2027 a markup price of \$-0.0235 cents per litre  
2027-2028 a markup price of \$-0.0235 cents per litre.  
Carried unanimously.

### **D. Diesel Supply**

#### **MacEwen Petroleum**

2025-2026 \$-0.0235

2026-2027 \$-0.0235

2027-2028 \$-0.0235

#### **Petro Pontiac**

2025-2026 \$0.02

2026-2027 \$0.02

2027-2028 \$0.02

- 136-25 Moved by Brent Leach, that the Council of the Municipality of Shawville awards the tender for clear diesel to MacEwen Petroleum for the next three seasons:  
2025-2026 a markup price of \$-0.0235 cents per litre  
2026-2027 a markup price of \$-0.0235 cents per litre  
2027-2028 a markup price of \$-0.0235 cents per litre.  
Carried unanimously.

### **E. Supply, Mix, Piling, and Hauling**

The following bids were received for supply mix piling and hauling:

- Les Entreprises Brian Stanton Ltée - \$12.50
- Sable & Gravier - \$15.20

Two additional contractors submitted bids but were disqualified for failing to provide required sand samples:

- Mickey McGuire - \$18.00
- Campbell's Bay Ciment - \$14.00

Only qualified bids that met all submission requirements, including sample provision, were considered for evaluation.

Les Entreprises Brian Stanton Ltée \$12.50  
Sable & Gravier \$15.20

- 137-25 Moved by Denzil Yach, that the Council of the Municipality of Shawville awards the tender to supply, mix, pile, and haul sand to Les Entreprises Brian Staton Ltée in the amount of 12.50 per metric ton plus taxes and delivery to the Municipal Garage for the winter season 2025-2026. Carried unanimously.

**F. Salt Supply**

Warwick Salt - \$128.98 per ton  
Ralph Lang - \$125.00 per ton  
Mines Seleine - \$139.24 per ton  
Compass Minerals - \$122.88 per ton

- 138-25 Moved by Bill Hobbs, that the Council of the Municipality of Shawville awards the tender for salt to Compass Minerals in the amount of \$122.88 per ton plus taxes and delivery to the Municipal Garage for the winter season 2025-2026. Carried unanimously.

**G. Bulldozer for Snow Dump season 2025-2026**

Les Entreprises Brian Stanton Ltée \$125.00 per hr  
Mickey McGuire Construction Ltd. \$155.00 per hr

- 139-25 Moved by Denzil Yach that the council of the Municipality of Shawville authorized to accept the tender for bulldozer from Les Entreprises Brian Staton Ltée. \$125.00 per hour plus taxes for the 2025-2026 season. Carried unanimously.

**CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF SHAWVILLE**

**DRAFT COPY  
BY-LAW NUMBER 467  
CONCERNING THE CREATION OF MUNICIPAL COMMITTEES**

**WHEREAS** Council of the Municipality of Shawville may under Section 82 of the Québec Municipal Code, appoint committees, composed of as many members as it deems appropriate.

**WHEREAS** Council wishes to proceed with the constitution and establishment of various municipal committees.

**WHEREAS** Council wishes to repeal resolution number

**WHEREAS** councillor Julien Gagnon, brings in a notice of motion of the present by-law was given at the regular sitting of council held on March 11, 2025, and the draft was presented and submitted.

**WHEREAS** it has been ordained and decreed by the council and the said council ordains and decrees by the present by-law the following:

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**ARTICLE 1 - Preamble**

The preamble to the present by-law forms an integral part thereof.

**ARTICLE 2 - Purpose**

The purpose of the present by-law is to define the roles and responsibilities of the various municipal bodies. Its purpose is to establish rules and procedures for the conduct of business.

Committees and their members are appointed by the Council. The role of the committees is to monitor issues relating to their respective areas of activity. They make recommendations to the Council concerning orientations and policies in their areas of competence. They may also make recommendations to Council on specific issues. The scope of their work remains at a strategic level, while the implementation of the recommendations remains the responsibility of the Council.

**ARTICLE 3 - Committees**

The following committees are hereby established or reconducted:

- Management
- Finance
- Environment, Public works, and Infrastructure.

**ARTICLE 4 - Nomination and duration of mandate**

Members of committees are nominated by resolution of the Council.

Unless specified otherwise, the duration of the mandate of members sitting on the various committees is indeterminate, or until modified.

A member who resigns during his or her term may be replaced by resolution of the Council.

**ARTICLE 5- Chairmanship**

Each committee is chaired by an elected member of the Council, appointed by the Council by resolution. In addition to ensuring that the committee fulfills its mandate and carries out its work plan, the Chairman

oversees the preparation of meetings and acts as spokesperson for the committee.

The Chairman directs the committee's deliberations. In the absence of the Chairman, the members present at a meeting choose a chairman from among their number.

The Chairman is empowered to:

- Chair and direct the work of the committee.
- Ensure the preparation and continuity of work in cooperation with the Council and administrative departments concerned.
- Work to facilitate cohesion and cooperation.
- Arbitrate in a context of limited resources.
- Ensure that work is carried out in keeping with the spirit of the strategic plan, and that it contributes to the achievement of targeted results.
- Represent the committee before the Council, by presenting the committee's recommendations and reporting on its work.
- Decide on all matters relating to the conduct of committee members.
- Decide whether a member is discussing the subject or is out of order.
- Designate which members have the right to speak.
- Apply rules of procedure.

#### **ARTICLE 6 - Secretary**

The committees' Secretary is a member of the Municipality's staff appointed by resolution. The Secretary performs the following duties on behalf of the committees:

- Prepare the agenda for each meeting.
- Coordinate the dispatch of meeting notices.
- Attend all committee meetings.
- Support the Chairman in preparing meetings.
- Coordinate with municipal employees to ensure the smooth running of the committee.
- Draft the minutes of all committee meetings, recording decisions taken by members.
- In collaboration with the departments concerned, ensure administrative follow-up of recommendations.

#### **ARTICLE 7- Resource persons**

The resource persons required to assist the committees in carrying out their mandate are employees of the

Municipality, external accountants or and other professionals.

Resource persons are not entitled to vote.

#### **ARTICLE 8 - Council members**

A member of Council who is not a member of a committee may attend public and private meetings of the committees. He or she may speak on a particular issue but is not entitled to vote.

#### **ARTICLE 9- Remuneration**

Committee members receive no remuneration, unless otherwise decreed by the Council for a member of the committee, in accordance with the provisions of the *Act respecting the remuneration of elected municipal officers*.

#### **ARTICLE 10- Meetings**

Unless specified otherwise, committee members must agree on a regular meeting place and determine the most suitable period of the day for holding meetings. At the end of the current year, the Chairman, in collaboration with General Management, plans the schedule of meetings for the coming year.

Notice of a meeting, together with the agenda, must be received by each member at least one week before the meeting is due to take place.

Committee meetings are held in private. However, a chairman may decide to hold a public meeting.

Presentations may be made to the committee during a meeting, provided that the requestor has notified the committee's secretary before the agenda is submitted, and that the request has been accepted by the Chairman. In addition, a committee may ask the Council for authorization to hold public forums, if the members deem it useful for the pursuit of their work. In such cases, it is up to the Council to define the terms and conditions of these public forums, taking into account municipal public consultation practices.

Members shall show consideration, respect and courtesy to all persons involved in the committee.

A meeting may be cancelled at the request of a chairman, in which case written notice to this effect must be sent to each member at least twenty-four (24) hours before the scheduled meeting date.

## **ARTICLE 11- Special meeting**

A Chairman may call a special meeting of his committee whenever he deems it advisable, by verbal or written notice to the secretary of the committee. The latter shall prepare a notice of meeting outlining the matters to be discussed at the meeting and shall send this notice to each member of his committee no later than twenty-four (24) hours before the time set for the meeting to begin.

## **ARTICLE 12- Quorum**

Quorum consists of a simple majority (50% plus one) of positions held, of which at least one member present is a member of the committee.

## **ARTICLE 13 - Voting**

All committee recommendations are adopted by a simple majority of votes cast. The Chairman's vote is not decisive.

In the event of a tie, the recommendation is rejected and subsequently forwarded to the Council.

## **ARTICLE 14- Ethics and good conduct**

A voting member of a committee who is an elected municipal official is governed by and must comply with By-law number 453 - *Code of ethics and good conduct for elected officials* or any subsequent by-law that may replace it.

## **ARTICLE 15- Status of reports and minutes**

The committees' studies, recommendations and opinions are submitted to the Council in the form of written reports. Minutes of the committees' meetings may be used as written reports.

## **ARTICLE 16- Minutes**

The minutes are not an exhaustive record of the deliberations. They include:

- A summary of the discussions.
- The reasons for each recommendation.
- The committee's recommendations.
- Any concerns that members may have about the recommendations.
- Expected follow-up on each item discussed.

The minutes of each meeting must be forwarded to committee members for approval.

The minutes of each public meeting must then be submitted to the Management Committee. This must be done no later than the second Council meeting following the Committee meeting.

## **SECTION 1 - MANAGEMENT COMMITTEE**

### **ARTICLE 17 - Constitution**

There is hereby appointed and established, to administer the committees included in the present by-law and to issue recommendations on any other matter, a municipal committee which shall be officially known as the "Management Committee."

### **ARTICLE 18 - Mandate**

This committee reviews all matters requiring a decision by the Council, including, but not limited to:

- Policies to be adopted.
- Committee work.
- Human resources.
- Etc.

The Management Committee also undertakes to:

- Follow up on strategic directions set by Council.
- Act as intermediary between the various committees and Council.

Any working document, recommendation or report adopted by a committee during its meetings shall not be disclosed by committee members until it has been received by the Council or publicly acted upon by the Council.

### **ARTICLE 19 - Composition**

The Management Committee is composed of the following members appointed by resolution of the Council.

- All members of Council.
- The mayor
- The Director General (non-voting)
- The Assistant Director General (non-voting).
- Any external resource person relevant to the advancement of the mandate (non-voting).

## **ARTICLE 20- Frequency of meetings**

The Management Committee holds monthly meetings to conduct its mandate unless circumstances justify postponement or cancellation of a meeting.

## **SECTION 2 - FINANCE COMMITTEE**

### **ARTICLE 21 - Constitution**

It is hereby appointed and established, to administer the finances of the Municipality of Shawville, a committee to be known officially as the "Finance Committee."

### **ARTICLE 22 - Mandate**

This committee will make recommendations to the Council on all matters pertaining to municipal finances, taxation, annual budgets, the capital investment program, and financial forecasts.

The Finance Committee undertakes to:

- Study the budget prepared by the general management prior to presentation to the Council.
- Monitor the budget throughout the year.
- Ensure that the municipality obtains all sums to which it is entitled, from whatever source.
- Ensure that adequate internal controls are in place.
- Ensure proper long-term debt management.
- Reflect on actions and/or financial strategy from a medium- and long-term perspective.
- Oversee the implementation of the three-year capital plan for infrastructure-related aspects, in collaboration with the Environment, Infrastructure and Public Works Committee.
- Report on Finance Committee meetings to the Management Committee in the form of minutes and submits its recommendations to the Council.

### **ARTICLE 23- Composition**

The Finance Committee is composed of the following members appointed by resolution of the Council.

- Two (2) members of Council.
- The mayor
- The Director General (non-voting);
- The Assistant Director General (non-voting).
- Any external resource person relevant to the advancement of the mandate (non-voting).

## **ARTICLE 24 - Frequency of meetings**

The frequency of Committee meetings depends on the work to be carried out under the terms of the mandate but must be held at least four (4) times a year and normally not more than ten (10) times.

## **SECTION 3 - ENVIRONMENT, PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE**

### **ARTICLE 25 - Constitution**

It is hereby appointed and established, to assist the administration in the management of the environment, public works and infrastructures, a municipal committee to be officially known as the "Environment, Public works and Infrastructure Committee."

### **ARTICLE 26 - Mandate**

The committee is mandated by the Council to provide advice and recommendations on infrastructure and road maintenance, as well as on various projects of the Public Works, Environment, and Infrastructure departments.

The Environment, Public works and Infrastructure Committee undertake to:

- Propose an annual maintenance and improvement plan for municipal infrastructures.
- Oversee the implementation of the three-year capital plan for infrastructure-related aspects, in collaboration with the Finance Committee.
- Prepare, in collaboration with the administration, public information meetings concerning feasibility and conception studies for all major infrastructure, environment and public works projects.
- Advise Council of all requests to amend or adopt by-laws relating to the environment, public works, and infrastructure.
- Make recommendations to Council concerning waste management and water.
- Report on meetings of the Environment, Public Works, and Infrastructures Committee to the Management Committee in the form of minutes and submits its recommendations to the Council.

### **ARTICLE 27 - Composition**

The Environment, Public Works and Infrastructures Committee is composed of the following members appointed by resolution of the Council.

- Two (2) members of Council.
- The mayor
- The Director General (non-voting);
- The Public Works Foreman (non-voting).
- Any external resource person relevant to the advancement of the mandate (non-voting).

## **ARTICLE 28 - Frequency of meetings**

The frequency of Committee meetings depends on the work to be carried out under the terms of the mandate but must be held at least four (4) times a year and normally not more than ten (10) times.

140-25 **THEREFORE** It is moved by Katie Sharpe and resolved that the draft By-Law number 467 concerning the creation of Municipal committees shall come into force according to law.

By-Law number 467 was adopted as read at a regular meeting of Council held September 9, 2025, will come into force according to law.

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Bill McCleary  
Mayor

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Crystal Webb  
Director General

**WHEREAS** the Municipality of Shawville may bid on and acquire properties put up for sale for unpaid municipal taxes, in accordance with Section 1038 of the Municipal Code.

**WHEREAS** certain properties will be sold for non-payment of taxes, in accordance with Resolution 75-25.

**WHEREAS** this Council believes it is appropriate to authorize the mayor to bid on and acquire certain properties sold for non-payment of taxes.

141-25 **THEREFORE**, it is moved by Richard Armitage, that in accordance with the provisions of the Municipal Code, this Council authorizes the mayor, on behalf of the Municipality of Shawville, to place bids on tax sale properties, up to a maximum of twenty thousand dollars (\$20,000.00) per property, with prior approval of Council for roll number 0551-14-4695. Carried unanimously.

## WHEREAS

- The Municipality is responsible for providing fire protection in accordance with Québec's Fire Safety Act and the MRC Pontiac Fire Safety Cover Plan (FSCP/SCRI).
- Council has received a presentation dated August 18, 2025, regarding options to regionalize fire services across participating municipalities of the MRC Pontiac.
- Council wishes to improve service quality, ensure equitable cost-sharing, and evaluate governance models (e.g., via the MRC, an intermunicipal board/regie, or other intermunicipal agreements).
- A structured, time-limited analysis led by a committee of municipal stakeholders is required before making any final decision.

142-25 **THEREFORE**, it is moved by Bill Hobbs that the council of the Municipality of Shawville accept the following:

1. **Statement of Intent.** Council hereby expresses its intention to proceed with some form of regionalization of fire services, subject to the conditions in this resolution and to the final approval of a complete intermunicipal agreement.
2. **Creation of a Transition & Analysis Committee (the "Committee").** Council agrees to the creation of a committee composed of representatives from the participating municipalities, mandated to analyze and propose the recommended form and format of regionalization.
3. **Municipal Appointments.** The Municipality appoints the following members to the Committee:
  - Director General
  - Fire Chief
4. **Committee Mandate.** The Committee shall:
  - Develop a Strategic Communication Plan to be shared with partner municipalities, their firefighters, and residents—setting out key messages, channels, and a schedule—to ensure maximum transparency before any official decisions are taken.
  - Draft a complete intermunicipal agreement (form and format to be determined), including governance, cost-sharing formula, service levels/standards, apparatus and asset management, human resources/roles, dispatch/communications, training and SOP harmonization, implementation schedule, and budget impacts.
  - Conduct consultations with fire personnel and the public, as appropriate; and
  - Produce a Transition & Implementation Plan with timelines and milestones.

5. **Non-Binding Nature.** No decision will be final until a complete agreement is drafted by the Committee and adopted by resolution of each participating municipality. This resolution does not authorize any asset transfer, staffing changes, or capital/operating expenditures beyond normal budgets without subsequent Council approval.
6. **Participation Condition.** Only municipalities that adopt this intention resolution shall participate in negotiations and decision-making regarding the costs and cost-sharing of regionalization. Municipalities that do not adopt this resolution shall not partake in such negotiating and decision-making.
7. **Authorizations.** The Mayor and the Director General are authorized to sign a letter of intent, share necessary operational and financial data, and perform any act required to carry out the analysis contemplated by this resolution.

**Transmission.** The Director General shall transmit a certified copy of this resolution to the MRC Pontiac and to the other participating municipalities.  
Councilor Julien Gagnon abstains from voting.  
Carried unanimously.

**WHEREAS** the Municipality of Shawville has purchased 830 compost bins and 830 organics kitchen carriers in the amount of \$66,064.23 taxes included.

**WHEREAS** a portion of this purchase, totaling \$28,193, is covered through funding provided by Recyc-Québec.

**WHEREAS** the invoice for the above-mentioned purchase must be paid no later than the end of September.

**WHEREAS** Resolution No. 52-25 previously addressed this matter in part.

143-25 **THEREFORE** it is moved by Richard Armitage

**THAT** the Municipality of Shawville proceed with the payment of the invoice for the compost bins and organic kitchen carriers.

**THAT** this expenditure be allocated to account number 22-10000-726.

**THAT** administration be authorized to ensure the payment of \$66,064.23 is completed before the end of September 2025; Carried unanimously.

Councillor Julien Gagnon goes into camera at 8:30 p.m.

Councillor Julien Gagnon comes out of camera at 8:50 p.m.

- 144-25 Moved by Richard Armitage, that the Council of the Municipality of Shawville authorizes the hiring of Andrew Lang on a three-month probationary period as a part-time arena attendant, working 24 hours per week until the end of April. His hourly wage will be set at a rate 2% lower than that of the current part-time employee. Carried unanimously.

Discussion: Shawville Fair

1. Issuing a Permit
  - o Discussion on issuing a permit for the Shawville Fair.
2. Public Safety
  - o Coordination with local police, fire services, and emergency responders to ensure public safety measures are in place.
3. Vandalism
  - o Preventive strategies
4. Pre-Fair Coordination Meetings
  - o Propose setting up a series of meetings with PAS Fair Board to ensure smooth operations and communication.
5. Parking
  - o Review current parking plans to determine if they adequately support expected attendance.
  - o Explore options for additional temporary parking areas.
  - o Discuss signage, accessibility, and traffic flow improvements to minimize congestion.

Correspondence

- Letter from SDMHA and SFSC - Sponsorship Request  
a letter was received from the Shawville District Minor Hockey Association (SDMHA) and the Shawville Figure Skating Club (SFSC) requesting sponsorship for a sign.

- 145-25 Moved by Richard Armitage, that the Council of the Municipality of Shawville authorizes a sponsorship in the amount of \$300.00 for a sign for the SFSC/SDMHA. Carried unanimously.

- A letter of thanks was received from the Pontiac Agricultural Society for the Municipality's continued support of the Shawville Fair.

- A letter was received from the Pontiac Reception Centre regarding the condition of the sidewalk on Marion Street.
- A letter was received from the Pontiac Archives requesting assistance with the acquisition of a mobility chair.

#### Committee Reports

Katie Sharpe

-Discussion: Purchase of the OWL for Council Meeting Recordings

**WHEREAS** the current audio setup is limited, often resulting in poor sound quality and difficulty identifying speakers.

**WHEREAS** a Meeting Owl conferencing device provides an all-in-one solution with video and high-quality microphones that capture everyone in the room clearly.

**WHEREAS** the use of such technology would improve transparency, and demonstrate Council's commitment to modern, efficient practices.

**WHEREAS** the purchase represents a one-time, cost-effective investment that can also be used for training sessions, inter-municipal meetings, and committee work.

146-25 **THEREFORE**, it is moved by Katie Sharpe and resolved that the Council authorize the purchase of a Meeting Owl conferencing device to enhance the accessibility, transparency, and efficiency of Council meetings.

**BE IT FURTHER RESOLVED THAT** the Council shall record all council meetings and post the video recordings on the Municipality's official website (or other designated site) from the next working day following the meeting, and retain each recording for at least five years, in accordance with Article 149.1 of the Quebec Municipal Code; and that the public recordings by others may be prohibited once these requirements are met. Carried unanimously.

Richard Armitage

Discussion: Repairs to the Truck - Shawville Ford  
The truck currently at Shawville Ford will be moved back to the Municipal Garage. No further repairs will be undertaken at this time. A decision on the next steps regarding the truck's future will be made following further discussion.

Visitors Second Question Period

Linda Davis re. Arena Feasibility Study, account payable  
list. Fire Dept Amalgamation, recordings

Christine Armitage re. new sidewalks on Marion not  
pleased with the work

147-25 Moved by Julien Gagon, that the meeting be adjourned at  
9:30 p.m.

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Mayor

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Director General