

A regular meeting of Shawville Council was called to order by Mayor Bill McCleary, at the town hall at 7:30 p.m., November 18, 2025, with Councillors, Richard Armitage, Inger Elliott, Julien Gagnon, Lyse Lacourse, Katie Sharpe, and Lisa Taylor, as well as the Director General Crystal Webb.

165-25 Moved by Lyse Lacourse and resolved that the agenda be adopted. Carried unanimously.

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes - October 1<sup>st</sup>, 2025
4. Council members have Deposit of the Declaration of Pecuniary Interests
5. Visitors' Question Period
6. Accounts Presented for Approval
7. Amend Resolution Number 84-25  
Re. Mill Dam Park Purchases
8. Payment Jason Hynes - Invoice Number 0402 Build Staircase located at Mill Dam Park
9. Authorizing Director General sell the F550 Municipal Truck
10. Training - Council Members
  - 1) Ethics and professional conduct in municipal matters
  - 2) Roles of the Elected Officials
    - A) Starting Time re. Council Meetings
11. Adoption of Draft By-Law No. 441-7 Remuneration of Elected Officials and Reimbursement of Expenses
12. Servitude HQ-Télébec - Lot 5 638 101
13. Pontiac Snowmobile Drivers Association re. Signage at Municipal Crossings
14. MRC Financial Support re Shawville Winter Carnival
15. Resolution Local Roads Assistance Program (Dundas)
16. Intermunicipal Cooperation
17. **A)** Bring in a notice of motion to amend By-Law 467  
Draft By-Law 467-1, *Creation of Municipal Committees*, Section 3, Article 27 (Composition), be amended by changing the number of committee members from two (2) members to three (3) members.
- B)** Committees and Pro Mayor
18. Shawville Figure Skating Club re: Tables to be set up at the Shawville Arena
19. SDMHA "Pontiac Winter Classic" Hockey Tournament re. Sponsor
20. Shawville Curling Club re. Sponsorship
21. Correspondence
22. Adjournment

166-25 Moved by Julien Gagnon and resolved that the minutes of October 1, 2025, be adopted. Carried unanimously.

Council members have Deposit of the Declaration of Pecuniary Interests

Visitors' Question Period

Cathy Meier and Mario Begin attend the council meeting to observe

**Accounts Presented for Approval**

Bell Mobility	318.78
Bensons	314.27
Brodat	719.02
Canadian Tire	236.81
Chateau Du Dollar Plus	14.94
Cimco	11 178.69
Compass Minerals	5 401.19
Core Ind. Gases	8.09
Crush Waste Management	14 716.80
Desjardins-Insurance	6 012.76
Deveau	6 102.45
Doug's Automotive	2 657.08
Emco	1 520.98
Enseignes Pontiac Enr.	2 622.78
Eurofin	5 331.12
Fillogreen	26 153.50
Forterra	2 800.40
Gagnon, Julien	2 889.07
Groupe CCL	3 336.57
Hayes Manufacturing	715.68
W.A. Hodgins	2 664.78
Hydro-Quebec	47 992.54
Iconix Waterworks	910.37
J&J Grocery	1 354.59
Konica Minolta	554.18
Lamarche and McGuinty Inc.	787.81
Les Enterprises Brian Stanton Ltee	5 181.06
Mastercard	4 275.34
M&R Feeds	660.71
O'Malley's Equipment	396.98
Petro Pontiac	3 813.86
Petty Cash	74.90

Pitney Bowes Leasing	229.69
Pitney Works	500.00
Plomberie Environord Inc.	6 243.16
Pontiac Agricultural Society	201.21
Pontiac Printshop	4 878.61
Potter, Ruth	42.00
Receiver General of Canada	6 825.53
Revenu Québec	18 517.43
Sécurité publique Quebec	77 666.00
Signel Services	11 234.25
Shawville Taxi	97.73
Sheppard, Lori	1 146.36
SSQ Financial Group	3 181.30
Superior Propane	6 665.35
Telebec	437.57
Telus	716.65
Twolan, Sandy	482.86
Vallee Du Pontiac Electrique	5 987.14
Yohan Lamoureux	3 966.64
Young, Darleen	99.35
UPS	246.89
Valu-Mart	191.05
Webb, Crystal	71.28
WEPC	4 021.23
	<b>\$ 315 367.38</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 18th day of November 2025

---

Crystal Webb  
Director General

accounts for the month of November in the amount totalling \$315 367.38. Carried unanimously.

168-25 Moved by Katie Sharpe, that the Council of the Municipality of Shawville amend Resolution No. 84-25 to replace Blue Heron Construction - Fabrication and installation of park access stairs, Total: \$10,000.00 plus taxes with Jason Hynes Construction Inc. in the amount of \$9,500.00 plus taxes. Carried unanimously.

**WHEREAS:** the Municipality of Shawville contracted Jason Hynes Construction for the construction of the staircase at Mill Dam Park;

**WHEREAS:** invoice No. 0402 has been submitted in the amount of \$10,922.63, taxes included, for the completion of this work;

**WHEREAS:** the work has been verified and found to be satisfactory;

169-25 **IT IS THEREFORE RESOLVED THAT** the Council of the Municipality of Shawville authorizes the payment of invoice No. 0402 to Jason Hynes Construction in the amount of \$10,922.63, taxes included, for the construction of the staircase at Mill Dam Park. Carried unanimously.

**WHEREAS** the Municipality of Shawville owns an F550 municipal truck that will require a new motor;

**WHEREAS** the estimated value of the F550 truck is below \$10,000.00;

**WHEREAS** the sale of municipal property under this value may be conducted without a public call for tenders;

170-25 **IT IS THEREFORE** moved by Lisa Taylor, that the Council of the Municipality of Shawville authorizes the Director General, Crystal Webb, to proceed with locating a purchaser for the F550 municipal truck.

**WHEREAS** it is mandatory for Council Members to complete required municipal training sessions;

**WHEREAS** the following training sessions have been scheduled:

- Ethics and Professional Conduct in Municipal Matters - January 17, 2025
- Roles of Elected Officials - January 31st, 2025

171-25 **IT IS THEREFORE** moved by Inger Elliott and resolved that the Council of Shawville authorizes all Council Members to attend the above-noted mandatory training sessions. Carried unanimously.

**WHEREAS** the Council has previously convened its regular

meetings at 7:30 p.m.;

**WHEREAS** the Council meetings shall begin at an earlier time to improve efficiency and better accommodate Council members and the public;

172-25 **THEREFORE BE IT** moved by Lyse Lacourse that the regular meetings of Council shall be scheduled to begin at 6:30 p.m. instead of 7:30 p.m., effective immediately and continuing henceforth; Carried unanimously.

**PROVINCE OF QUEBEC  
MUNICIPALITY OF SHAWVILLE  
COPY OF BY-LAW NUMBER 441-7  
THE REMUNERATION OF ELECTED OFFICIALS  
AND REIMBURSEMENT  
OF EXPENSES IN THE MUNICIPALITY OF SHAWVILLE**

**WHEREAS** the Council has previously adopted By-Law Number 441-6 to establish rates of remuneration for the Mayor and Councillors.

**WHEREAS** a notice of motion was given by Councillor Julien Gagnon at the regular meeting held March 11, 2025.

**WHEREAS** the Council wishes to align its remuneration policies with the provisions of By-Law Number 467 governing Municipal Committees and with the applicable provisions of the Municipal Officials Remuneration Act (Chapter T-11.001).

**THEREFORE**, the Council of the Municipality of Shawville enacts the following:

**ARTICLE 1 - Inclusion of the Preamble**

The preamble is an integral part of this regulation.

**ARTICLE 2 - Repeal**

This regulation repeals and replaces Regulation Number 441-6 and its amendments.

**ARTICLE 3 - Base Remuneration**

This regulation establishes an annual base remuneration for the mayor and for each municipal councillor, applicable for the 2025 fiscal year and subsequent fiscal years.

**ARTICLE 4 - Determination of Remuneration**

The annual base remuneration for the mayor is set at \$16,102.58, and for each councillor is set at \$5,611.73.

**ARTICLE 5 - Acting Mayor Remuneration**

If the mayor is absent or unable to perform their duties for a period of seven (7) consecutive days or more, the

acting mayor shall receive a replacement allowance equal to 10% of the weekly base remuneration applicable to a councillor, for each full week of the mayor's absence or inability to serve.

The allowance is paid weekly until the mayor returns or until the end of the acting period.

#### **ARTICLE 6 – Additional Remuneration**

Additional remuneration is also granted to elected officials who sit on another body of the municipality, on a mandated organization of the municipality,

This additional remuneration for a councillor is \$40.00 per month for each body or organization on which they sit. This additional remuneration for the mayor is \$100.00 per month.

The following are considered bodies or organizations as referred to in the first and second paragraphs of this article:

- Management
- Finance
- Environment, Public Works, and Infrastructure
- Civil Protection and Fire
- Library and Archives
- Planning Advisory
- Board of Directors for Senior Housing
- Any other body or organization not identified in the third paragraph of this article must be approved in accordance with section 82 of the *Municipal Code of Québec*, R.S.Q., c. C-27.1, and by a resolution of the municipal council for the elected official sitting on it to be eligible for additional remuneration.

#### **ARTICLE 7 – Compensation in Exceptional Circumstances**

Any member of the council may receive compensation for loss of income if all the following conditions are met:

- a) A state of emergency is declared in the Municipality under the Act respecting civil security to promote disaster resilience (R.S.Q., c. S-2.4) following an event that occurred within the Municipality's territory.
- b) The council member is requested by the municipal team to be present at the command center.
- c) The council member must be absent from their work for a consecutive period of more than four (4) hours

and suffer a loss of income during this period of absence.

If the council member meets the conditions set out in this section, he or she will receive, upon approval by the council, compensation equal to 1/12 of his or her basic remuneration. The council member must submit any supporting documentation (e.g., employer's certificate) satisfactory to council attesting to the loss of income thus incurred. The payment of each compensation must be subject to a decision by the council.

#### **ARTICLE 8 – Expense Allowance**

In addition to all remuneration set out above, each elected official is entitled to an expense allowance equal to half the amount of their base and additional remuneration, up to the maximum allowed under section 19 of the *Act Respecting the Remuneration of Elected Municipal Officers*.

The amount set in the first paragraph is adjusted annually on January 1<sup>st</sup> according to the change in the average consumer price index for the previous year, based on the index established for all of Québec by Statistics Canada.

The amount is rounded down to the nearest dollar if it includes a fraction of less than \$0.50 and rounded up to the nearest dollar if the fraction is equal to or greater than \$0.50. The Minister of Municipal Affairs, Regions and Land Occupancy publish the result of this adjustment in the *Gazette officielle du Québec*.

The expense allowance is granted as compensation for expenses inherent to the position that are not reimbursed under Articles 9 to 11 of this regulation.

#### **ARTICLE 9 – Expense Reimbursement**

To undertake, in the course of their duties, an action that results in an expense on behalf of the municipality, any elected official must receive prior authorization through a council resolution to perform the action and spend an amount not exceeding the limit set by the council.

However, the mayor is not required to obtain such prior authorization when acting in the course of their duties. The same applies to a councillor designated by the mayor to replace them when the mayor is unable to represent the municipality.

The reimbursement of such expenses is subject to Articles 10 and 11 of this regulation.

#### **ARTICLE 10 – Expense Amount**

A council member who, in the course of their duties, incurs an expense on behalf of the municipality may, upon presentation of a detailed statement supported by all relevant documentation, be reimbursed by the Municipality for the amount established in the fee schedule set under Article 11 of this regulation or, if no such schedule exists, for the actual amount of the expense.

## **ARTICLE 11 - Applicable Rate and Required Justification**

### **11.1 Travelling Using Personal Vehicle**

11.1.1 When an elected official uses their personal vehicle for authorized municipal travel, they shall be entitled to a reimbursement of \$0.60 per kilometre.

11.1.2 Travel claims must indicate the departure point, destination, purpose of the trip, and the total number of kilometres travelled. Claims must be submitted using the prescribed expense claim form.

11.1.3 Taxi will be reimbursed upon presentation of original receipts.

11.1.4 When two (2) or more elected officials or employees travel together to the same authorized event or destination, the individual providing the vehicle shall receive a reimbursement of \$0.60 per kilometre.

11.1.5 No reimbursement shall be made for fines or penalties related to the Highway Safety Code.

### **11.2 Parking**

11.2.1 Reasonable parking fees shall be reimbursed upon presentation of original receipts.

11.2.2 No reimbursement shall be made for fines or penalties related to parking violations or breaches of the Highway Safety Code.

### **11.3 Meals During Authorized Travel**

11.3.1 The Municipality of Shawville shall reimburse meal expenses incurred during authorized travel, following maximums per individual meal:

- Breakfast: \$15
- Lunch: \$24
- Dinner: \$30

11.3.2 The total reimbursable amount for meals per day shall not exceed \$69.

11.3.3 Alcoholic beverages shall not be eligible for

reimbursement.

#### **11.4 Hotel Accommodations**

11.4.1 Hotel accommodations must be pre-approved in advance by the Municipal Office. This approval shall include the name of the official, the purpose and location of the travel, and the number of nights required.

11.4.2 Reimbursement shall be made for standard accommodation expenses only and must be supported by original, itemized receipts.

11.4.3 Charges for luxury services, personal entertainment, minibar, or additional services not directly related to official business shall not be reimbursed.

#### **ARTICLE 12 - Indexation of Remuneration**

The remuneration (base and additional) established under this By-Law shall be indexed annually, effective January 1st of each year.

#### **ARTICLE 13 - Coming into Force**

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

173-25 **THEREFORE:** it is moved by Julien Gagnon and resolved that the council of the Municipality of Shawville approve By-Law Number 441-7. A By-Law Respecting Elected Officials and Reimbursement of Expenses in the Municipality of Shawville. at a regular meeting of Council held November 18, 2025.

---

Mayor

---

Secretary-Treasurer

**WHEREAS:** Hydro-Québec and Télébec have prepared an Act of Servitude bearing file number NBC25-0825 (1402-012/392213) concerning municipal property within the limits of the Municipality of Shawville.

**WHEREAS:** the Municipality of Shawville has reviewed the proposed servitude and agrees to the conditions presented therein.

**WHEREAS:** it is necessary to authorize a municipal representative to sign the said Act of Servitude before the notary.

174-25 **IT IS THEREFORE RESOLVED** by Richard Armitage that the council of the Municipality of Shawville authorizes the Director General Crystal Webb to sign on behalf of the

Municipality the Act of Servitude with Hydro Quebec and Télécab, file number NBC25-0825 (1402-012/392213).

**IT IS FURTHER RESOLVED THAT** the signing shall take place at the local notary office in Shawville PME Inter-Notaire for Notary Me. Mario Beauchamp, of Laval.

175-25 Moved by Lyse Lacourse, that the Council of the Municipality of Shawville authorizes the Pontiac Snowmobile Drivers Association to install the necessary signage for municipal crossings if there is no cost to the Municipality of Shawville. The Municipality reserves the right to deny or remove access should the noise become a nuisance to the residents of Shawville.

1. Glendale and Main
2. Glendale and King
3. Lang West of Hwy 303
4. Main West of Hwy 303
5. Bristol West of Hwy 303
6. King West of Hwy 303
7. Calumet Rd., East of Golden Spring Lane onto old Armstrong property
8. John-Dale West of West
9. Church Street West of Main, left on Glendale crossing King
10. Railroad to Victoria down to Kojacks. Carried unanimously.

**WHEREAS** The Municipality of Shawville wishes to support initiatives that promote the vitality and development of its community.

**WHEREAS** The Municipality of Shawville wishes to hold the winter carnival event in 2026 for residents of its community, on February 7, 2026.

**WHEREAS** This event contributes to community life, civic participation, and the promotion of the region.

176-25 **IT IS THEREFORE MOVED BY** Inger Elliott, and resolved unanimously, to authorize the request to the MRC for funding to support the winter carnival.

**IT IS ALSO RESOLVED TO** authorize the request to the Pontiac MRC for funding to support the festival event. Carried unanimously.

**WHEREAS:** the work must be completed no later than the end of the third calendar year from the date of the Minister's announcement letter.

**WHEREAS:** the work conducted, or related expenses are eligible under the PAVL.

**WHEREAS:** the accountability form V-AF13 has been duly completed.

**WHEREAS:** the submission of the project accountability report must be conducted at the end of the work or no later than December 31 of the third calendar year following the date of the Minister's announcement letter.

**WHEREAS:** payment is conditional upon the Minister's acceptance of the project's accountability report.

**WHEREAS:** if the accountability report is deemed complaint, the Minister will make payment to municipalities based on the list of approved work, without exceeding the maximum amount of assistance stated in the letter of announcement.

**WHEREAS:** financial assistance is allocated over a period of three calendar years, starting from the date of the Minister's announcement letter.

**WHEREAS:** the financial assistance is distributed in three annual payments corresponding to the total amount of supporting documents received.

177-25 **THEREFORE:** It is moved by Richard Armitage, that the council of the Municipality of Shawville approves the expenses in the amount of \$102, 259.91 related to the improvement work carried out and eligible related costs mentioned in the V-AF13 form, in accordance with the requirements of the Ministry of Transport and Sustainable Mobility, and acknowledges that in the event of non-compliance with these requirements, the financial assistance will be terminated. Carried unanimously.

**WHEREAS:** the municipality of Shawville wants to work more closely with nearby municipalities on projects that could benefit several municipalities and improve eligibility for grants.

**WHEREAS:** before proposing the creation of any committee or structure, the Municipality of Shawville would like to know who is interested in such a process.

**WHEREAS:** neighboring municipalities to contact are the municipalities of Clarendon, Bristol, Pontiac, Thome, and Portage-du-Fort.

178-25 Therefore, it is moved by Julien Gagnon and resolved that the Council of the municipality of Shawville:

1. Send a written invitation to the municipalities listed above asking whether they are interested in principle in taking part in the future creation of an intermunicipal cooperation committee (advisory only) to explore regional projects and joint grant opportunities.

2. This step does not create a committee, give authority to anyone, or commit to any municipality to spend money or share services. It is only to gauge interest.

3. The Mayor and Director General are authorized to:

- send the invitation with a brief description of the potential committee's purpose.
- request a written response (Yes /No/ Interested with conditions) by December 20th, 2025; and
- offer a brief call to answer questions, if requested.

4. Report back to Council, Administration will report back at the January 13th Council meeting with:

- a summary of responses; and
- recommended next steps (for example: draft simple terms of reference for discussion, schedule a first scoping meeting, or close the file if there is not enough interest).

Costs are limited to normal administrative time for invitations and the summary report. Any further step (e.g., drafting formal terms, legal review, or any intermunicipal agreement) will come back to Council for separate approval.

5. Inform the MRC

The Mayor and Director General may share this resolution with MRC Pontiac for information. Carried unanimously.

**CANADA**  
**PROVINCE OF QUEBEC**  
**MUNICIPALITY OF SHAWVILLE**  
**DRAFT BY-LAW NUMBER 467-1**  
**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** councillor Julien Gagnon, brings in a notice of motion to amend By-Law Number 467 at the regular sitting of council held on November 18, 2025.

**Section 3, Article 27 (Composition), be amended by changing the number of committee members from two (2) members to three (3) members.**

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

---

**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, considering 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.

- **Three (3) 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 conducted 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.

179-25      **THEREFORE** It is moved by Julien Gagnon and resolved that draft copy of By-Law number 467-1 concerning the creation of Municipal committees was adopted as read at a regular meeting of Council held November 18, 2025.

---

Bill McCleary  
Mayor

---

Crystal Webb  
Director General

180-25      Moved by Lisa Taylor, that the council of the Municipality of Shawville authorizes the acceptance of the following committees as recommended by Mayor Bill McCleary, effective November 18, 2025.  
It is further recommended and resolved that Richard Armitage be appointed as Pro Mayor. It is also resolved that, in the absence of the Mayor, Richard Armitage may represent the Municipality at any sitting of the TNO

Council or of the Regional Council of Mayors of the Pontiac MRC. Carried unanimously.

**COMMITTEES OF SHAWVILLE COUNCIL**

Finance:

Chairperson Richard Armitage and Julien Gagnon

Environment, Public Works. and Infrastructure  
Chairperson Julien Gagnon, Inger Elliott, and Katie Sharpe

Civil Protection and Fire

Chairperson Katie Sharpe, Lisa Taylor and Julien Gagnon (alternate)

Library and Archives

Chairperson Inger Elliott and Lyse Lacourse

Planning Advisory Committee

Chairperson Lisa Taylor, Lyse Lacourse and Inger Elliott

Board of Directors for Senior Housing Chairperson Lyse Lacourse

181-25 Moved by Lisa Taylor, that the Council of the Municipality of Shawville authorizes the purchase of enough murphy tables to cover four windows to be located at the Shawville Arena, provided that the PAS agrees to the installation and contributes 50% of the cost of the tables. Carried unanimously.

**WHEREAS:** the SDMH "Pontiac Winter Classic" hockey tournaments are scheduled for January 9-11, January 16-18, and February 13-15.

**WHEREAS:** the Municipality of Shawville wishes to support local sporting events and encourage community participation.

182-25 **THEREFORE IT IS** moved by Lyse Lacourse that the Council of the Municipality of Shawville authorizes a 15% discount for the SDMH "Pontiac Winter Classic" hockey tournaments on the specified dates. Carried unanimously.

183-25 Moved by Richard Armitage that the Council of the Municipality of Shawville authorizes to renew the 2025-

2026 membership sign with the Shawville Curling Club in the amount of \$175.00. Carried unanimously.

Correspondence

- Email received from Mona Donnelly, General Manager at Bambinos University Daycare Center in Shawville, regarding Public Works visitation with large machinery
- Letter received from Kayla Wilson re. request for more seasonal family and children's events in Shawville
- Letter received from Mary Ann Abrams re. Financial Assistance request for Senior/Daytime Pickleball

184-25 Moved by Richard Armitage that the council of the Municipality of Shawville authorizes a donation in the amount of \$500.00 to the Senior/Daytime Pickleball to purchase necessary equipment. Carried unanimously.

Committee Members

Mayor Bill McCleary  
Starting up a Special Event Committee

Katie Sharpe

- Discussion Walking Tour Audio Tour
- Creation of a Park
- Contest Name the Municipal Trucks

Richard Armitage

Gas Tax and Lieu of Taxes (Accountant)

Julien Gagnon

-Street Lights - Hydro Québec

Lyse Lacourse

-Christmas Decorating Business Challenge

The Director General is to contact the Municipal Lawyer re. Streetlights

185-25 Moved by Julien Gagnon, that the meeting be adjourned at 8:30 p.m.

---

Mayor

---

Director General