

February 10, 2026

A council meeting of Shawville Council was called to order by Mayor Bill McCleary, at the Town Hall at 6:30 p.m., February 10, 2026, with Councillors, Richard Armitage, Inger Elliott, Lyse Lacourse and Lisa Taylor and as well as Sandy Twolan, Ass't Director General.

Councillors Julien Gagnon and Katie Sharpe motivate their absence.

31-26 Moved by Richard Armitage and resolved that the agenda be adopted as circulated. Carried unanimously.

Call to Order

1. Adoption of Agenda– Declaration of any conflicts of interest
2. Adoption of Minutes (Resolutions)
 - January 13, 2026 – Regular Meeting
 - January 28, 2026 – Regular Meeting
 - January 28, 2026 – Three-Year Capital Meeting
 - January 28, 2026 – Budget Meeting
3. Visitors' Question Period
4. Accounts Presented for Approval (Resolution)
5. Adoption of By-Laws (Resolutions)
 - A) By-Law 441-8 – New Remuneration Rates for Mayor and Councillors
 - B) By-Law 446-7 – Tax Rate for 2026
 - C) By-Law 445-5 – New Garbage Tax Rates per Domestic Unit
 - D) By-Law 444-7 – Revised Residential and Commercial Water and Sewer Taxes
6. Amendment to Snow Policy No. 268-24 (Resolution)
7. Purchase of a Dishwasher – Community Lodge (Resolution)
8. Director General to Attend and Participate in the ADMQ Convention (Resolution)
9. Council Members to Attend and Participate in the F.Q.M. Convention (Resolution)
10. Shawville–Clarendon Fire Department– Donation Toward the Purchase of Go-Carts for the Soap Box Derby (Resolution)
11. Purchase of Flowers – Hanging Baskets (Resolution)
12. MTQ – Lawn Mowing – Near Route 148
13. Notice of Motion By-Law Number 408-2016-002 Code of Ethics
14. Planning Advisory Committee – Approval of Demolition re. 592 King Street
15. Gas Tax – 2024-2028 (Resolution)
16. Correspondence
17. Committee Reports
18. Visitors' Question Period
19. Adjournment

- 32-26 Moved by Inger Elliott, and resolved that the minutes of January 13, 2026, be adopted. Carried unanimously.
- 33-26 Moved by Lisa Taylor, and resolved that the regular minutes of January 28, 2026, be adopted. Carried unanimously.
- 34-26 Moved by Lyse Lacourse, and resolved that the Three Year Capital of January 28, 2026, be adopted. Carried unanimously.
- 35-26 Moved by Richard Armitage, and resolved that the budget of January 28, 2026, be adopted with the new amount \$3 979,592.00. Carried unanimously.

Visitor's Question Period

Georgia Golfinopoulos attends the meeting to observe. Jackie McBane and Jaymie Armitage re. composting and recycling

Accounts Presented for Approval

AESL Instruments	627.77
Antrim Western Star	190.18
Bell Mobility	312.37
Bensons	106.17
Biblio	9 498.66
Canadian Tire	2 112.28
Desjardins	7 930.19
Erwin Mobile Repair	957.11
Eurofin	1 048.00
FQM	124.17
Global Industrial	4 869.18
Huckabones Equipment	117.72
Hydro-Quebec	30 475.80
J&J Grocery	502.00
Jason Cartier	1 247.12
Konica Minolta	277.09
Leblanc et Associés	1 341.37
MacEwen	10 809.22
Master Card	3 073.81
McGrimmons	6 104.00
Mickey McGuire Construction	3 084.21
PG Solutions	12 642.64
Pitney Bowes Leasing	229.69
Pitney Works	1 000.00
Plomberie Environord Inc.	3 046.85
Pontiac Journal	299.04
Pontiac Printshop	2 101.44
R.E.M	2 358.92
Receiver General of Canada	9 599.77

Reliure Travaction	40.24
Revenu Québec	23 845.39
Sheppard, Lori	495.08
SSQ Financial Group	4 765.08
Superior	13 862.48
T&J Refrigeration Inc.	287.44
Telebec	438.02
Telus	437.71
Vallee du Pontiac Electrique Inc.	1 861.48
Valu-Mart	67.84
Viking	1 460.18
Viking Chives	82.38
W.A. Hodgins	345.93
Wepec	5 394.28
Total	\$ 227 476.20

Certificate of Availability of Funds

I, the undersigned, Ass't 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 10th day of February 2025

Sandy Twolan (Ass't Director General)

36-26

Moved by Richard Armitage and resolved that the Council of the Municipality of Shawville authorize the payment of the accounts for the month of December and January in the amount totalling \$227,476.20. Carried unanimously.

PROVINCE OF QUEBEC
MUNICIPALITY OF SHAWVILLE
BY-LAW NUMBER 441-8
THE REMUNERATION OF ELECTED OFFICIALS
AND REIMBURSEMENT
OF EXPENSES IN THE MUNICIPALITY OF SHAWVILLE

WHEREAS the Council has previously adopted By-Law Number 441-7 to establish rates of remuneration for the Mayor and Councillors.

WHEREAS a notice of motion was given by Richard Armitage at the regular meeting held December 9th, 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 441-7 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 2026 fiscal year and subsequent fiscal years.

ARTICLE 4 – Determination of Remuneration

The annual base remuneration for the mayor is set at \$16,601.75, and for each councillor is set at \$5,836.19.

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 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 board member must submit any supporting documentation (e.g., employer's certificate) satisfactory to the board attesting to the loss of income thus incurred. The payment of each compensation must be subject to a decision by the board.

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 1st 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.

37-26

THEREFORE: it is moved by Lisa Taylor and resolved that the council of the Municipality of Shawville approve By-Law Number 441-8. A By-Law Respecting Elected Officials and Reimbursement of Expenses in the Municipality of Shawville. at a regular meeting of Council held February 10th, 2026.

Mayor

Ass't Director General

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF SHAWVILLE
BY-LAW NUMBER 446-7
TO REPEAL BY-LAW NUMBER 446-6
FOR THE PURPOSE OF IMPOSING A TAX RATE
FOR THE VILLAGE OF SHAWVILLE FOR THE YEAR 2026

WHEREAS expenses relating to the general tax rate (Mill Rate) at .64/100 on all taxable properties in the Village of Shawville.

WHEREAS the Council of the Municipality of Shawville deems it advisable that the mill rate will remain at .64/\$100.

WHEREAS Councillor Richard Armitage, gave notice of motion at a regular meeting of Council held December 9th, 2025.

It is hereby enacted as follows:

Article 1:

By-Law Number 446-6 is hereby repealed.

Article 2:

A mill rate of .64/100 will be imposed for each property in the Village of Shawville.

Article 3:

By-Law Number 446-7 shall come into force according to law and shall apply for the year 2025.

38-26

By-Law Number 446-7 was read and adopted on a motion by Inger Elliott, this 10th day of February 2026 and will come into force according to law.

Mayor

Ass't Director General

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF SHAWVILLE
BY-LAW NUMBER 445-5
TO REPEAL BY-LAW NUMBER 445-4
A BY-LAW TO ESTABLISH A GARBAGE TAX PER DOMESTIC UNITS

WHEREAS the Council of the Municipality of Shawville deems it advisable to increase the rate charged for this service.

WHEREAS the Council of the Municipality of Shawville deems it advisable that the garbage tax will remain at \$380.00.

WHEREAS Councillor Richard Armitage, gave notice of motion at a regular meeting of Council held December 9th, 2025.

WHEREAS Article 2 has been modified.

It is hereby enacted as follows:

Article 1:

By-Law Number 445-4 is hereby repealed.

Article 2:

How to properly place bins on collection day as follows:

STEP #1

Place all items in trash bags in the bin(s) and make sure the lid is completely closed. ROLL the bin to the edge of the curb/driveway. Make sure no obstructions are above the bin. In wintertime, please make sure the bin is not on the road and in the path of the snowplow. And that the lid is cleared of snow and ice.

STEP #2

MAKE SURE THE BIN HANDLE IS FACING YOUR HOME.

Place the bin(s) with the wheels and handle facing your house and the lid opening facing the street.

STEP #3

BINS MUST HAVE 3 TO 5 FEET OF SPACE.

Make sure there is nothing in front of the bin. There must be a space of 3 to 5 feet on all sides of the bin(s). DO NOT place any trash on the lid or beside the bin. All garbage must be in a bag inside the bin with the lid completely closed.

If your bin is not placed in the correct manner, our Public Works workers may not collect your garbage. All garbage must be placed in the garbage bin for municipal pickup. Please return your bin to your house within 24 hours.

Article 3 Any damage to the bin will be the responsibility of the property owner. Please contact the town hall for replacement details.

Article 4:

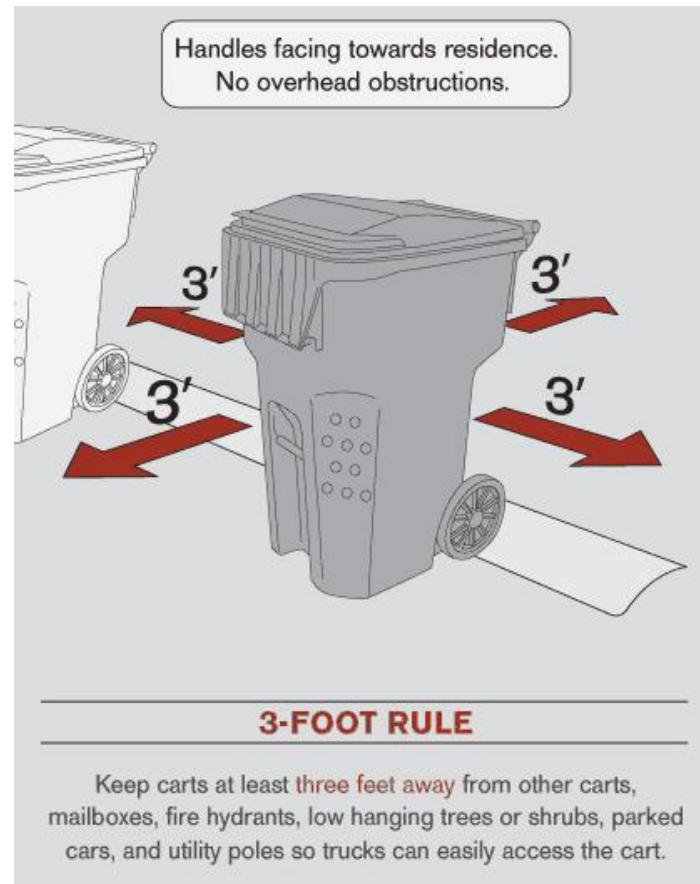
By-Law Number 445-5 shall come into force according to law and shall apply for the year 2026.

39-26

By-Law Number 445-5 was read and adopted on a motion by Lyse Lacourse, this 10th day of February 2026 and will come into force according to law.

Mayor

Ass't Director General



MUNICIPALITY OF SHAWVILLE
BY-LAW NUMBER 444-7
TO REPEAL BY-LAW NUMBER 444-6
TO ESTABLISH REVISED RESIDENTIAL AND COMMERCIAL
WATER AND SEWERAGE TAXES

WHEREAS the Council deems it advisable to increase certain categories of residential and commercial Water and Sewerage taxes applicable in the Municipality.

WHEREAS notice of motion has been previously given by Councillor Richard Armitage, at the regular council meeting held December 9th, 2025.

THEREFORE, it is hereby enacted that the Water and Sewerage taxes imposed by By-Law 444-6 for all categories of water and sewerage rates apply up to the end of the 2025 Financial year is replaced effective January 1, 2026, by the following annual taxes, until it is amended or repealed.

General Categories	Water	Sewerage
Each single-family dwelling or and each apartment	\$225.00	\$190.00
Each commercial establishment, store, office, or business (in addition to the residential rate for a beauty parlor or other business located in a residential dwelling)	\$190.00	\$172.00
Special Categories		
Each garage, restaurant, curling rink, Hotels and Motels	\$240.00	\$178.00
Coin washes & laundromats – per washer	\$120.00	\$96.00
Commercial car wash – per bay	\$765.00	\$425.00
Ice manufacturing business	\$2,340.00	\$304.00
Farms with livestock for commercial purposes (in addition to residential rate)	\$190.00	N/A
Churches (including the church and the church hall)	\$165.00	\$144.00
Pontiac Agricultural Society	\$964.00	\$362.00
Establishments using water-cooled air conditioners additional tax)	\$215.00	\$153.00
Commercial greenhouse	\$225.00	\$172.00
Slaughterhouse	\$4,096.00	\$4,106.00
Establishments outside the limits of Shawville	210% of the applicable rate in Shawville	

40-26 By-Law Number 444-7 was read and adopted on a motion by Lisa Taylor, this 10th day of February 2026 and will come into force according to law.

Mayor

Ass't Director General

- 41-26 Moved by Lyse Lacourse, that the council of the Municipality of Shawville authorizes to amend resolution number 268-24 Snow Policy and and further resolves that this policy will be reviewed and renewed following April 15, 2026. Carried unanimously.
- 42-26 Moved by Richard Armitage, that the council of the Municipality of Shawville authorizes to purchase a dishwasher account number 02-70220-649 from Home Hardware for an approximate cost of \$484.00 plus taxes it is also resolved to hire an electrician for the installation. Carried unanimously.
- 43-26 Moved by Inger Elliott, that the council of the Municipality of Shawville authorizes the Director General Crystal Webb to attend the 2026 ADMQ Convention that will be held in Québec, on June 17,18 and 19 2026. Carried unanimously.

WHEREAS the Fédération Québécoise des Municipalité (FQM) Convention will be held from September 24 to 26, 2026, in Québec City, offering valuable workshops and networking opportunities relevant to municipal governance.

WHEREAS it is proposed that representatives of the Municipality of Shawville attend the convention to gain insights beneficial to municipal operations.

WHEREAS the total estimated cost for travel, accommodation, and registration is within the approved budget.

- 44-26 **THEREFORE** it is moved by Lyse Lacourse, that the Council authorizes the attendance of up to 6 council members at the 2026 FQM Convention in Quebec City from September 24 to 26, 2026. Carried unanimously.
- 45-26 Moved by Lisa Taylor, that the Council of the Municipality of Shawville authorize a donation in the amount of \$4,000.00 to the Shawville–Clarendon Fire Department to assist with the purchase of new annual Go-Karts for the children’s Soap Box Derby. Carried unanimously.
- 46-26 Moved by Lisa Taylor, that the council of the Municipality of Shawville authorizes to purchase approximately 55 hanging baskets from R & R Hodgins at \$50.00 per basket. Carried unanimously.
- 47-26 Moved by Richard Armitage, that the council of the Municipality of Shawville authorizes to accept the agreement from the MTQ for lawn mowing near route Hwy 148 in the amount of \$2,825.00 for the year 2026. Carried unanimously.

Councillor Lyse Lacourse brings in a Notice of Motion regarding By-Law 408-2016-002. a draft copy was deposited.

- 48-26 Moved by Richard Armitage, that the Council of the Municipality of Shawville accept the recommendation received from the Planning Advisory Committee, in accordance with By-Law 458, relating to the demolition of buildings, and authorize the demolition of the house located at 592 King Street. Carried unanimously.

WHEREAS: The Municipality has taken note of the *Guide respecting the terms and conditions for the payment of the governmental contribution under the Québec Water and Community Infrastructure Transfer Program (TECQ)* for the years 2024 to 2028.

WHEREAS: The Municipality must comply with the provisions of this Guide that apply to it in order to receive the governmental contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing.

- 49-26 THEREFORE IT IS moved by Richard Armitage, that the Municipality of Shawville undertakes to comply with the provisions of the Guide that apply to it.

The Municipality undertakes to assume full responsibility and to hold harmless the Government of Canada and the Government of Québec, as well as their ministers, senior officials, employees, and agents, from any liability with respect to claims, demands, losses, damages, and costs of any kind arising from injury to a person, death, damage to property, or loss of property attributable to a deliberate or negligent act resulting directly or indirectly from investments made using the financial assistance obtained under the TECQ 2024–2028 program;

The Municipality approves the content of, and authorizes the submission to, the Ministry of Municipal Affairs and Housing of the attached work program and all other documents required by the Ministry in order to receive the governmental contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing.

The Municipality undertakes to submit an annual update of its work program during the period from October 1 to February 15 inclusive.

The Municipality undertakes to carry out the self-financed investments required of it for the entire five-year duration of the program.

The Municipality undertakes to inform the Ministry of Municipal Affairs and Housing of any modification that will be made to the work program approved by this resolution. Carried unanimously.

Correspondence

-Letter received from Chris Beimers and Melanie Duchesne re. Canada Day Flea Market

- 50-26 Moved by Lyse Lacourse, that the council of the Municipality of Shawville give permission to Melanie Duchesne and Christopher Beimers to use the Shawville Arena on July 1st, 2026, for the Annual Canada Day Flea Market. Early access will also be given to allow set up beforehand. It is also resolved that the Council of the Municipality of Shawville will provide one large dumpster and Shawville will coordinate the drop off. Carried unanimously.

Committee Reports

Bill McCleary

The Municipality of Shawville has received the New Horizon Grant \$22,000.00

Lyse Lacourse

OMH meeting was cancelled and will be rescheduled

- 51-26 Moved by Lisa Taylor, that the meeting be adjourned at 7:00 p.m.

Mayor

Ass't Director General