

January 28<sup>th</sup>, 2026

A council meeting of Shawville Council was called to order by Mayor Bill McCleary, at the Town Hall at 6:00 p.m., January 28, 2026, with Councillors, Richard Armitage, Inger Elliott, Julien Gagnon, Lyse Lacourse and Lisa Taylor and as well as Crystal Webb, Director General.

Councillor Katie Sharpe motivates her absence

16-26 Moved by Lyse Lacourse and resolved that the agenda be adopted as circulated. Carried unanimously.

1. Adoption of the Agenda
2. Visitors' Question Period
3. Adoption of Draft By-Laws
  - A) Draft By-Law 441-8 – New Remuneration Rates for Mayor and Councillors
  - B) Draft By-Law 446-7 – Tax Rate for 2026
  - C) Draft By-Law 445-5 – New Garbage Tax Rates per Domestic Unit
  - D) Draft By-Law 444-7 – Revised Residential and Commercial Water and Sewer Taxes
4. Amendment to Snow Policy No. 268-24
5. Notice of Motion for the Adoption of a By-Law Regarding Certain Contributions to Municipal Works and Services Pursuant to Section 145.21, Where no Building or Subdivision Permit and No Certificate of Authorization or Occupancy May Be Issued
6. Hiring of Deveau Avocats to Prepare a By-Law Regarding Certain Contributions to Municipal Works and Services
7. Notice of Motion Regarding the Occupancy, Maintenance, Health, and Safety By-Law
8. Committee Reports
9. Visitors' Question Period
10. Adjournment

**Visitors' Question Period**

Mario Begin attends the meeting to observe

CANADA  
PROVINCE OF QUÉBEC  
MUNICIPALITY OF SHAWVILLE  
DRAFT COPY OF 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 9<sup>th</sup>, 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.

17-26        THEREFORE: it is moved by Lyse Lacourse and resolved that the council of the Municipality of Shawville approve the draft By-Law Number 441-8. at a regular meeting of Council held January 28<sup>th</sup>, 2026.

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Mayor

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Director General

CANADA  
PROVINCE OF QUÉBEC  
MUNICIPALITY OF SHAWVILLE  
DRAFT 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 9<sup>th</sup>, 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.

18-26

THEREFORE: it is moved by Lisa Taylor and resolved that the council of the Municipality of Shawville approve the draft By-Law Number 446-7 at a regular meeting of Council held January 28<sup>th</sup>, 2026.

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Mayor

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Director General

CANADA  
PROVINCE OF QUÉBEC  
MUNICIPALITY OF SHAWVILLE  
DRAFT 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 9<sup>th</sup>, 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 2025.

19-26

THEREFORE: it is moved by Inger Elliott and resolved that the council of the Municipality of Shawville approve the draft By-Law Number 445-5 at a regular meeting of Council held January 28<sup>th</sup>, 2026.



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Mayor

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Director General

CANADA  
PROVINCE OF QUÉBEC  
MUNICIPALITY OF SHAWVILLE  
DRAFT COPY 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 9<sup>th</sup> 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	

20-26

THEREFORE: it is moved by Julien Gagnon and resolved that the council of the Municipality of Shawville approve the draft By-Law Number 444-7 at a regular meeting of Council held January 28<sup>th</sup>, 2026.

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Mayor

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Director General

Councillor Lyse Lacourse gives a notice of motion that a by-law concerning agreements relating to municipal works and services pursuant to the powers granted to the Municipality under sections 145.21 of the Act respecting land use planning and development will be adopted.

145.30. Where a notice of motion has been given for the adoption of a by-law provided for in section 145.21, no building or subdivision permit and no certificate of authorization or occupancy may be issued where the issue thereof will be subordinated, should the by-law which is the subject of the notice of motion be adopted, to the making of an agreement or the payment of a contribution provided for in section 145.21. the freeze will last up to 4 months or adoption of the by-law.

- 21-26 Moved by Richard Armitage, that the council of the Municipality of Shawville authorizes to hire Deveau Avocats, to prepare the By-Law regarding certain contribution to municipal works and services in the amount of \$3,000.00 plus taxes. Carried unanimously.

Councillor Julien Gagnon, brings in a notice of motion for the Occupancy, Maintenance, Health, and Safety By-Law

### **Committee Reports**

Bill McCleary

Discussion: Invitation for Tender – Condenser

- 22-26 Moved by Richard Armitage, that the Council of the Municipality of Shawville authorize the Director General, Crystal Webb, to request and send out tenders to Cimco Refrigeration and AC Mechanical for pricing on a condenser for the Shawville Arena. Carried unanimously.

Lyse Lacourse

Discussion: RE. First meeting with MADA (Municipalité amie des aînés)

Richard Armitage

Some time ago, a lady from the Archives donated \$10,000 to the Municipality to support culture and heritage. The Archives are now in the process of digitizing all of their records, which has become very costly. She is wondering if the donation could be redirected to the Shawville Archives to help cover the expenses of digitizing their records. The cost of this work is significant, and she is asking whether the Municipality can return or allocate the funds to the Archives for this purpose.

**WHEREAS** a donation of \$10,000 was made to the Municipality by a representative of the Archives to support culture and heritage;

**WHEREAS** the Shawville Archives are currently undertaking the digitization of their records, which involves significant expense;

**WHEREAS** the donor has requested that the funds be allocated to the Shawville Archives to assist with the costs of digitizing their records;

23-26 **THEREFORE** it is moved by Richard Armitage that Council agrees to allocate the \$10,000 donation to the Shawville Archives to support the digitization of their records. Carried unanimously.

Inger Elliott  
Library Committee Report

Visitor's Question Period  
No Questions

24-26 Moved by Julien Gagnon, that the meeting be adjourned at 6:16 p.m.

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Mayor

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Director General