October 27, 2026

A special meeting of Shawville Council was called to order by the Pro Mayor Lisa Taylor, at the Town Hall at 5:30 p.m., October 27, 2026, with Councillors, Inger Elliott, Julien Gagnon, Chris Hobbs and Lyse Lacourse as well as Crystal Webb, Director General.

261-26 Moved by Lyse Lacourse and resolved that the agenda be adopted.

1. Call to Order
2. Adoption of the Agenda
3. Declaration of Conflicts of Interest
4. First Question Period
5. Building Permit Approval
   Subject: Conditional Authorization for the Issuance of a Building Permit – 5 Howard Crescent and Execution of an Agreement with the Property Owner
6. Recommendations from the Fire Commission Committee
   A) Discussion regarding setting up a meeting with the municipalities of Shawville, Clarendon, and Bristol.
   B) Discussion regarding municipal agreements and the termination of the current Fire Safety Agreement with Bristol and Campbell's Bay.
7. Second Question Period
8. Adjournment

No Declaration of Conflicts of Interest

Visitors attended for Question Period
Building Inspector Charles Gallant attends the meeting

WHEREAS Mr. Schreiner is the owner of the property located at 5 Howard Crescent, Shawville, having acquired the lot from 4387627 CANADA INC.

WHEREAS the owner intends to construct a new residential building on the property, subject to obtaining the required municipal building permit.

WHEREAS the municipal aqueduct and sanitary sewer extensions required to service the property have not yet been completed, and the works are scheduled to commence on November 16, 2026, by Rob & Syl Excavation.

WHEREAS the owner has been awaiting the completion of the required infrastructure for an extended period and wishes to proceed with construction as soon as possible.

WHEREAS Article 4.3.2(11) of the Municipality of Shawville Administrative By-law No. 416 provides as follows:

4.3.2 Conditions Governing the Issuance of the Building Permit

The designated officer shall issue a building permit if:

11. The water or sewer services are legally installed in the street bordering the location of the projected construction, or the by-law authorizing their installation is in force. Furthermore, the missing service can be installed in accordance with the regulations pursuant to the Environment Quality Act (R.S.Q., c. Q-2).

WHEREAS the property does not meet the applicable minimum lot area requirements for the installation of a private septic system or a private well and cannot rely on these private systems as alternative servicing solutions unless the applicable requirements are satisfied and all necessary authorizations are obtained.

WHEREAS 4387627 CANADA INC., as the developer, remains responsible for the required aqueduct and sanitary sewer extensions in accordance with its applicable agreements and legal obligations, while Mr. Schreiner remains responsible for ensuring that his proposed residence is legally and adequately serviced and for complying with the applicable requirements relating to his property and construction.

WHEREAS Council wishes to ensure that the issuance of the building permit does not transfer to the Municipality any responsibility for the financing, installation, extension, completion, or provision of the aqueduct and sanitary sewer infrastructure required to service the property.

WHEREAS Council considers it appropriate to require a separate written agreement between Mr. Schreiner and the Municipality of Shawville to clarify the respective responsibilities of the parties and to protect the Municipality's interests, to the extent permitted by law.

WHEREAS Council wishes to authorize the Director General to execute the agreement on behalf of the Municipality before delivery of the building permit, subject to compliance with all applicable legislation, municipal by-laws, and binding contractual obligations.

262-26 **THEREFORE, BE IT RESOLVED THAT:**

1. Council authorizes, in principle, the issuance of a building permit for the construction of a new residence at 5 Howard Crescent before the formal execution of the Development Segment Work Agreement, provided that the designated municipal officer confirms that all applicable statutory, regulatory, municipal, and contractual requirements for issuance have been satisfied.

2. The delivery of the building permit shall be conditional upon the prior execution of a separate written agreement between Mr. Schreiner and the Municipality of Shawville, in a form approved by the Municipality, addressing the responsibilities of the parties concerning the outstanding aqueduct and sanitary sewer extensions.

3. The agreement shall expressly acknowledge that the Municipality of Shawville does not assume responsibility for the financing, installation, extension, completion, or provision of the aqueduct and sanitary sewer infrastructure required to service the property. These infrastructure works remain the responsibility of 4387627 CANADA INC., in accordance with its applicable obligations, and Mr. Schreiner shall remain responsible for complying with the requirements applicable to his property and for ensuring that the proposed residence is legally and adequately serviced.

4. The agreement shall acknowledge that the property does not meet the applicable minimum lot area requirements for a private septic system or a private well and that neither system may be relied upon as an alternative means of servicing the proposed residence unless the applicable requirements are satisfied and all necessary authorizations are obtained.

5. The agreement shall confirm that the issuance of the building permit does not constitute acceptance of the outstanding infrastructure works by the Municipality, a waiver of any obligation of 4387627 CANADA INC., an amendment to an existing development agreement, or a commitment by the Municipality to finance, install, extend, or complete the required infrastructure.

6. Mr. Schreiner shall acknowledge in writing that the Municipality's authorization to proceed with the permit does not relieve him of his obligations to comply with all applicable laws, regulations, permit conditions, and requirements concerning the lawful servicing and construction of the residence.

7. The agreement shall clarify, to the extent permitted by law, the allocation of responsibilities between the Municipality and the property owner and confirm that the Municipality shall not be held responsible for obligations assigned to the developer or owner under the agreement. Nothing in the agreement shall exclude any statutory duty or liability that cannot lawfully be waived.

8. Council hereby authorizes the Director General of the Municipality of Shawville to negotiate, finalize, and sign, on behalf of the Municipality, the separate written agreement with Mr. Schreiner required under this resolution.

9. The Director General is authorized to make non-substantive amendments necessary to finalize the agreement, provided that such amendments remain consistent with the intent of this resolution and applicable law. Any material amendment affecting the Municipality's obligations or allocation of risk shall be referred to Council for approval.

10. The agreement shall be executed before the building permit is delivered to Mr. Schreiner. The execution of the agreement shall not authorize the issuance of a building permit contrary to applicable legislation, municipal by-laws, environmental requirements, or binding contractual obligations.

11. This resolution shall not release 4387627 CANADA INC. from any existing contractual or legal obligation relating to the completion of the aqueduct and sanitary sewer extensions. Carried unanimously.

263-26 Moved by Inger Elliott, that the Council of the Municipality of Shawville accept the recommendation of the Fire Commission Committee to arrange a meeting with the Municipality of Bristol and members of the Fire Commission Committee to discuss their future regarding standby fees and costs per call. Carried unanimously.

Municipal Agreements and Terminating the Current Fire Safety Agreement with Bristol and Campbell's Bay

WHEREAS, that the council of the Municipality of Shawville accepts the recommendation from the Fire Commission committee that a letter be sent to the Municipality of Bristol and Campbell's Bay to inform them of the notice of termination of the agreement respecting the provision of Mutual Assistance services in the Fire safety effective for Bristol July 1st , 2027 and Campbell's Bay January 31 2027. .

WHEREAS, in accordance with the Fire Safety Act and the fire safety guidelines issued by the Minister of Public Security, the MRC Pontiac adopted, on August 20, 2026, by resolution number 2026-08-16, the Revised Fire Safety Cover Plan 2026-2036, which will come into force on October 1, 2026.

WHEREAS Table 5, attached to the Revised Fire Safety Cover Plan, identifies the intermunicipal agreements and initial deployment protocols currently in effect for low-risk incidents.

WHEREAS, in accordance with the commitment set out on page 34 of the Revised Fire Safety Cover Plan, municipalities must maintain and update the required intermunicipal agreements to ensure an optimal response force for low-risk incidents.

WHEREAS the response force must be established by considering all available resources, regardless of municipal administrative boundaries.

WHEREAS the MRC Pontiac prepared a proposed a Regional intermunicipal Fire Safety and Mutual Assistance Agreement intended to harmonize territorial coverage and the deployment of human and material resources.

WHEREAS the Municipality of Shawville approved the Regional Intermunicipal Fire Safety and Mutual Assistance Agreement on October 13, 2026, by resolution number 238-26.

WHEREAS the positions of the municipalities within the MRC Pontiac regarding the proposed regional agreement currently differ, which could delay or prevent its implementation.

WHEREAS the Municipality must ensure rigorous, predictable, and equitable budget planning while maintaining an optimal level of safety for its citizens and fair compensation for the availability and deployment of human and material resources.

WHEREAS should the regional intermunicipal agreement not be implemented, bilateral or multilateral agreements will need to be negotiated with the municipalities concerned to ensure the continuity and effectiveness of fire safety mutual assistance services.

WHEREAS section 12 of the currently effective Agreement Respecting the Provision of Mutual Assistance Services in Matters of Fire Safety establishes the conditions under which a party may terminate the agreement.

WHEREAS it is essential that the new agreements with Bristol and required protocols be in effect no later than July 1st, 2027 and Campbell's Bay January 31, st 2027to avoid any interruption or uncertainty regarding mutual assistance services and the attainment of the response force required under the Revised Fire Safety Cover Plan.

264-26 **THEREFORE,** it is moved by Lyse Lacourse and resolved:

THAT the preamble forms an integral part of this resolution.

THAT the Municipality of Shawville reaffirm its support for the implementation of the Regional Intermunicipal Fire Safety and Mutual Assistance Agreement, approved by resolution number 238-26 on October 13, 2026.

THAT the Municipality of Shawville hereby provide formal notice of its intention to terminate the Agreement Respecting the Provision of Mutual Assistance Services in Matters of Fire Safety, in accordance with the conditions set out in section 12 thereof.

THAT should the regional intermunicipal agreement not be implemented in a timely manner, the Municipality of Shawville immediately enter discussions with the municipalities concerned to conclude the required bilateral or multilateral agreements with Bristol before July 1, 2027 and Campbell's Bay January 31st, 2027

THAT any proposed intermunicipal agreement or amendment to an existing agreement be submitted to Municipal Council for approval prior to its execution.

THAT the steps undertaken seek to ensure an optimal response force for low-risk incidents by considering all available resources, regardless of municipal administrative boundaries, in accordance with the Revised Fire Safety Cover Plan 2026-2036.

THAT the Director General be authorized to forward a certified true copy of this resolution to each party to the current agreement, the MRC Pontiac and the other municipalities concerned, and to complete any other formality required to give effect to this notice. Carried unanimously,

No Visitor's Question Period

265-26 Moved by Julien Gagnon and resolved that the meeting be adjourned at 5:52 p.m.

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Pro Mayor Director General