

A regular meeting of Shawville Council was called to order by Mayor Albert Armstrong at the Town Hall at 7:30 p.m., September 25, 2012 with Councillors John Beimers, James Hodgins, Sylvia Hodgins, Sandra Murray, Royce Richardson and Frank Stafford Jr., as well as Crystal Webb, Director General.

- 243-12 Moved by John Beimers, seconded by Royce Richardson, that the agenda be adopted. Carried unanimously.
- 244-12 Moved by Sandra Murray, seconded by James Hodgins, that the minutes of the regular meeting of September 11, 2012 be adopted as circulated. Carried unanimously.

The following tenders for Bulk Ice Salt were opened and noted:

Mines Seleine \$85.39 per metric ton, plus taxes  
Sifto Canada Inc. \$86.47 per metric ton, plus taxes

- 245-12 Moved by Sandra Murray, seconded by Sylvia Hodgins, that the Council of the Municipality of Shawville award the tender for Bulk Ice Salt, delivered to Shawville, to the lowest tender, Mines Seleine, at the price of \$85.39 per metric ton, plus taxes. Carried unanimously.

The following tenders for Washed Sand were noted:

Tom Orr Cartage  
\$3.48 per metric ton, plus taxes and a \$0.50 pit tax  
Total amount is \$1,350.33

Donald New  
\$3.60 per metric ton, plus taxes and a \$0.53 pit tax  
Total amount is \$1,400.73

Donald New will deliver it for \$630.00 plus tax

- 246-12 Moved by Sylvia Hodgins, seconded by John Beimers, that the Council of the Municipality of Shawville authorize the purchase of approximately 300 metric tonnes of washed sand from Tom Orr Cartage for the 2012-2013 seasons at the price of \$3.48 per metric ton, plus taxes and a \$0.50 pit tax. Carried unanimously.

The following tender for Blowing Snow from the Municipal Streets was noted:

Allan Hodgins  
\$145.00 per hour, plus taxes with a 10 hour per month stand-by

- 247-12 Moved by James Hodgins, seconded by Frank Stafford Jr., that the Council of the Municipality of Shawville award the tender for blowing snow for the 2012-2013 to Allan Hodgins in the amount of \$145.00 per hour plus taxes with a 10 hour per month stand-by. Carried unanimously.

The following tenders for bulldozing at the Snow dump were noted:

Brian Stanton Co. Ltd  
\$67.50 per hour, plus taxes  
2010 Caterpillar 105 H.P.

Mickey Mcguire  
\$97.00 per hour, plus taxes with a 4 hour minimum  
1997 Case 850 G

Tom Orr Cartage  
\$126.80 per hour, plus taxes  
1990 Cat/Horsepower 147 hp  
D5HLGP (36 pads)  
Size of blade 12"5"wide and 42" high  
\$118.00 per trip plus taxes  
Float or preheat dozer

B & H Farm Drainage  
\$65.00 per hour plus taxes  
2010 Back Hoe Loader Cat model 416

248-12 Moved by Royce Richardson, seconded by Frank Stafford Jr., that the council of the Municipality of Shawville award the tender for snow dump bulldozing to Brian Stanton Co. Ltd. in the amount of \$67.50 per hour, plus taxes. Carried unanimously.

The following tenders for Hauling snow from the Municipal Streets were noted:

Blue Herron Landscaping  
Truck #1  
\$66.00 per hour plus taxes  
1990 international 18.77 yards  
Dimension size of box 15.09 feet x 7.87 feet width dept. 5.57 feet Dept.

Truck #2  
\$66.00 per hour plus taxes  
2012 International 18.77 yards  
Dimension of box 15.09 feet length width 7.87 width dept. 5.57

Tom Orr Cartage  
\$69.23 per hour plus taxes  
2006 Sterling 19.4 Cubic yards  
Dimension 15 feet in length 7 feet wide 6 feet dept.

Kelly Brothers  
Truck #1  
\$74.57 per hour plus taxes  
#1 2013 Peter built 330  
Capacity 15.76 cubic meters  
14.99 feet length  
7.35 widths  
5.05 in dept.

Truck #2  
\$90.00 per hour plus taxes  
2012 International  
20.45 cubic meters  
Dimension of box 19.45 feet length  
7.35 width  
5.05 dept.

Mickey McGuire  
Truck #1  
\$60.00 per hour plus taxes  
1989 Ford 18 yards  
Capacity 21.527 cubic yards  
Dimension 15.6 feet in length width 7.6 feet 5 feet dept.

Truck #2  
\$60.00 per hour plus taxes  
1994 Ford 18 Yards  
Capacity 19.444 cubic yards  
Dimension 14 feet in length x 7.6 feet width 5 feet dept.

Truck #3  
\$60.00 per hour plus taxes  
1999 Sterling 18 yards  
Capacity 20.833 cubic yards  
Dimensions 15 feet long 7.6 feet width 5 feet dept.

B & H Farm  
\$65.00 per hour plus taxes  
1986 Ford 8000 15 yards  
Dimension of box 16 long 7 feet wide 5 feet deep

Brian Stanton Co. Ltd.  
\$65.00 per hour plus taxes  
2000 Western Star  
Dimension of box 15.5 long x 8 feet wide 4.5 feet deep

Jason Cartier  
\$70.00 per hour plus taxes  
15 yards  
1997 International model 2674  
Dimension of box 15 long x 8 feet wide x 56 inches deep

Tim O'Malley  
\$64.00 per hour plus taxes  
1978 Ken worth 15 yard  
19.44 yards

249-12 Moved by Royce Richardson, seconded by Frank Stafford Jr., that the Council of the Municipality of Shawville will hire all trucks for hauling snow from the municipal streets on a call-in basis, with priorities given to the lowest tender. Carried unanimously.

The following tenders for Heating Oil were noted:

	Current Posted Price (¢ per litre)	Discount (¢ per litre)	Net Price (taxes incl)
Petro Pontiac	.9690	.0760	.8930
Ottawa Valley Fuels	.9590	.0800	.8790

250-12 Moved by John Beimers, seconded by James Hodgins, that the Council Municipality of Shawville award the tender to Ottawa Valley Fuels, the lowest tender received, for the supply of heating oil at the discount price of .0800 cents per litre. Carried unanimously.

251-12 Moved by Royce Richardson, seconded by Frank Stafford Jr., that the Council Municipality of Shawville award the tender to Superior Propane, to supply propane for the Shawville Arena. Carried unanimously.

252-12 Moved by Sandra Murray, seconded by Sylvia Hodgins, that the Council of the municipality of Shawville invite tenders from Blue Herron Landscaping, Tom Orr Cartage and Milton McGuire for piling approximately 300 metric ton of sand for the 2012-2013 seasons' tenders to be received at the office of the Secretary-Treasurer, no later than 2:00 p.m., Monday October 9, 2012. Carried unanimously.

253-12 Moved by James Hodgins, seconded by Frank Stafford Jr., that the Council of the Municipality of Shawville authorize to purchase a 2012 truck from Shawville Ford in the amount of \$34,389.03 taxes included. Carried by a vote of 5 to 1, Councilor Royce Richardson opposed, reason Mr. Richardson wanted to purchase the 2013 truck.

**CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF SHAWVILLE  
BY-LAW NUMBER 422  
FOR THE PURPOSE OF A BY-LAW  
FOR THE CODE OF ETHICS AND GOOD CONDUCT  
FOR THE SHAWVILLE MUNICIPAL EMPLOYEES**

**Whereas** the formalities contemplated by the Act have been duly complied with; and

**Whereas** a notice of motion has been given by John Beimers on August 28, 2011;

254-12 Therefore it is moved by John Beimers and seconded by Sandra Murray and duly resolved

**THAT** a Code of Ethics and Good Conduct be adopted as follows:

**SECTION 1: TITLE**

**The title of this code is:** "Code of Ethics and Good Conduct of Municipal Employees of the Municipality of Shawville" here in referred to as "The Organization"

**SECTION 2: SCOPE**

This code applies to every employee of the Municipality of Shawville.

**SECTION 3: PURPOSE OF THIS CODE**

The purpose of this code is as follows:

- 1) To give priority to those values on which individual municipal employees base their decisions and to contribute toward a better understanding of the values of the municipality;
- 2) To prevent ethical conflicts and, if they arise, help in resolving them effectively and judiciously;

**SECTION 4: VALUES OF THE MUNICIPALITY**

The following values shall serve as guides to decision making; to the general conduct of the municipal employees; and particularly when situations are encountered that are

not explicitly provided for in this code or in the municipality's various policies.

**Section 5: ORGANIZATIONAL CODE OF CONDUCT:**

The Organization and its employees must, at all times, comply with all applicable laws and regulations. The Organization will not condone the activities of employees who achieve results through violation of the law or unethical business dealings.

This includes any payments for illegal acts, indirect contributions, rebates and bribery. The Organization does not permit any activity that fails to stand the closest possible to public scrutiny.

All business conduct should be well above the minimum standards required by law.

Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Organization's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their (Director General) and/or (Secretary-Treasurer) who, if necessary, should seek appropriate legal advice.

**Section 6: GENERAL EMPLOYEE CONDUCT:**

The Organization expects its employees to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.

Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

**Section 7: CONFLICT OF INTEREST:**

The Organization expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Organization. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

**Section 8: OUTSIDE ACTIVITIES, EMPLOYMENT AND DIRECTORSHIPS:**

All employees share a serious responsibility for the Organization's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the Organization and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the Organization that would, or would appear to:

□ Create an excessive demand upon their time and attention, thus depriving the Organization of their best efforts on the job.

□ Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the Organization's best interest.

**Section 9: RELATIONSHIPS WITH CLIENTS AND SUPPLIERS:**

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the Organization, or that provides goods or services, or both, to the Organization if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Organization.

**Section 10: GIFTS, ENTERTAINMENT AND FAVORS:**

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or Organization with whom or with which the Organization has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under

These circumstances because their positions with the Organization might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

**Section 11: KICKBACKS AND SECRET COMMISSIONS:**

Regarding the Organization's business activities, employees may not receive payment or compensation of any kind, except as authorized under the Organization's business and Payroll policies. In particular, the Organization strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will Result in immediate termination and prosecution to the fullest extent of the law.

**Section 12: ORGANIZATION FUNDS AND OTHER ASSETS:**

Employees who have access to Organization funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Organization's policies and procedures or other explanatory materials, or both.

The Organization imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that the Organization can promptly investigate further.

When an employee's position requires spending Organization funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Organization's behalf to ensure that good value is received for every expenditure.

Organization funds and all other assets of the Organization are purposed for the Organization only and not for personal benefit. This includes the personal use of Organizational assets, such as computers.

### **Section 13: ORGANIZATION RECORDS AND COMMUNICATIONS:**

Accurate and reliable records of many kinds are necessary to meet the Organization's legal and financial obligations and to manage the affairs of the Organization. The Organization's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

### **Section 14: DEALING WITH OUTSIDE PEOPLE AND ORGANIZATIONS:**

Employees must take care to separate their personal roles from their Organization positions when communicating on matters not involving Organization business. Employees must not use Organization identification, stationery, supplies and equipment for personal or political matters.

When communicating publicly on matters that involve Organization business, employees must not presume to speak for the Organization on any topic, unless they are certain that the views they express are those of the Organization and it is the Organization's desire that such views be publicly disseminated.

When dealing with anyone outside the Organization, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Organization or any outside individual, business, or government body.

### **Section 15: PROMPT COMMUNICATIONS:**

In all matters relevant to customers, suppliers, government authorities, the public and others in the Organization, all employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

### **Section 16: PRIVACY AND CONFIDENTIALITY:**

When handling financial and personal information about customers or others with whom the Organization has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for the Organization's business.

Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.

- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.

• Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides.

**SECTION 17: SIGNATURE OF EMPLOYEES'**

All municipal employees' shall read and sign a copy of By-Law Number 422.

**SECTION 18: ENTRY INTO FORCE**

This regulation shall come into force according to the relevant provisions of the Act. By-Law Number 422 shall come into force according to law and shall apply to all employees of the Municipality of Shawville and future years until it is amended or repealed.

By-Law No 422 was adopted as read at a regular meeting of Council held September 25, 2012 and will come into force according to law.

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Mayor

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Secretary-Treasurer

255-12 Moved by Sandra Murray, seconded by Royce Richardson, that the Council of the Municipality of Shawville authorizes the Director General, Crystal Webb to close the GIC account with the National Bank and open a Bond Fund in the amount of \$300,000.00 with the Royal Bank of Canada, this amount will be taken from the municipal surplus. Carried unanimously.

256-12 Moved by Sandra Murray, seconded by John Beimers, that the Council of the Municipality of Shawville authorize our Lawyer, Mr. Guy Bélanger of Beaudry, Bertrand Barristers to take all necessary actions against Dr. Peter Talko (Roll #0551-64-9331), to ensure that he demolishes the balcony on the front of his house at 234 Victoria Avenue, as it is a danger to the public. Carried unanimously

Correspondence

- Letter from Pontiac High School re: 2012 Bursary
- Letter from SCFD re: Fire report for Shawville Fair Week 2012
- Letter from Transport Québec re: 2012 contract Centre Street
- Letter of Request from RA re: Plowing, Sanding
- Thank you letter from Shawville Lions Club
- Letter from ARAS Pontiac re: Donation towards their event



257-12 Moved by Sylvia Hodgins, seconded by Sandra Murray, that the Council of the Municipality of Shawville agree to provide two (2) bursaries in the amount of \$150.00 each to the male and female student, each residing in Shawville, with the highest standing in the graduating class. Bursaries are to be presented at the graduation ceremony at the Pontiac High School which will be held on November 3rd in the year 2012. Carried unanimously.

258-12 Moved by Sylvia Hodgins, seconded by James Hodgins, that the Council of the Municipality of Shawville authorizes the Director General, Crystal Webb to sign the contract number 850829906 with MTQ for the renewal for snow removal located on Centre Street in the amount of \$6,308.86. Carried unanimously.

259-12 Moved by Sandra Murray, seconded by James Hodgins, that the council of the Municipality of Shawville authorizes to donate \$100.00 to the ARAS Pontiac. Carried by a vote of 4 to 2 Councillor Royce Richardson and Frank Stafford Jr., are opposed.

#### Committee Reports

James Hodgins:

- Archives Water on Floor

Sandra Murray:

- Website
- Aileen Sheppard
- Bill Imison - Follow up
- John Petty - Follow up
- Mike McCagg - Follow up

Frank Stafford Jr.,:

- Olympia Advertising - Giant Tiger

John Beimers:

- Parade of lights - November 24, 2012

260-12 Moved by James Hodgins, seconded by Sandra Murray, that the council of the Municipality of Shawville hire Paul Scheel for the use of his wagon and horses for the Parade of Lights, which will be held on November 24, 2012. Carried unanimously.

261-12 Moved by Sylvia Hodgins, that the meeting be adjourned at 9:50 p.m.

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Mayor

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Secretary-Treasurer