



Resolution or
Notation No.

2025-105

Formules Municipales No 5614-MYST

Minutes of the Council of the Municipality of Blanc-Sablon

PROVINCE OF QUEBEC MUNICIPALITY OF BLANC-SABLON

Minutes of the regular municipal council sitting of the Municipality of Blanc-Sablon held on September 30th 2025, at the municipal hall in Blanc-Sablon at 7:00 p.m. under the chairmanship of the Mayor, Colin Shattler, and also present to form quorum:

The councillors: Jarvin Joncas
 Marissa Lavallee
 Dany Gaudreault
 Mitchell Lawless

Karine Benoit, General Director of the Municipality of Blanc-Sablon, was also present.

OPENING OF THE SITTING

The president of the assembly verified the quorum and declared the sitting opened at 7:01 p.m. after a minute of silence.

READING AND ADOPTION OF THE AGENDA

WHEREAS the Mayor invited the General Director to read the proposed agenda;

CONSEQUENTLY, it is proposed by **Jarvin Joncas**, seconded by **Dany Gaudreault** and unanimously resolved to adopt the agenda as read.

AGENDA

1. OPENING OF THE SITTING
2. READING AND ADOPTION OF THE AGENDA
3. ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING HELD ON AUGUST 26TH 2025
4. DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTH OF AUGUST 2025
5. DEPOSIT AND ADOPTION OF THE PAYABLES FOR THE MONTH OF AUGUST 2025
6. DEPOSIT AND ADOPTION OF THE BUDGETARY REPORTS, TRANSFERS, AND CREDIT COMMITMENTS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2025
7. RECEIVABLE TAXES UP TO THE 31ST OF AUGUST 2025
8. ADOPTION OF THE BUDGETARY PREVISIONS FOR THE ELECTORAL STAFF
9. CONTRACT FOR WINTER MAINTENANCE OF MUNICIPAL ROADS
10. PURCHASE OF EQUIPMENT TO MANAGE THE SNOW REMOVAL CONTRACT
11. NOTICE OF MOTION TO ADOPT DRAFT BY-LAW 2025-R-003 AMENDING BY-LAW NUMBER 2003-R-003 CONCERNING THE REMUNERATION OF ELECTED MUNICIPAL OFFICIALS
12. ADOPTION OF DRAFT BY-LAW 2025-R-003 AMENDING BY-LAW NUMBER 2003-R-003 CONCERNING THE REMUNERATION OF ELECTED MUNICIPAL OFFICIALS
13. REQUEST FOR ANNUAL FINANCIAL ASSISTANCE TO PARTIALLY COVER INSURANCE COSTS FOR THE FITNESS CENTER AT STE-THERESA SCHOOL
14. RE-OPENING OF THE MUNICIPAL LIBRARY



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15. APPROPRIATION OF UNAPPROPRIATED OPERATING SURPLUS FOR THE RESERVE FOR EXPENSES RELATED TO THE HOLDING OF AN ELECTION
16. INTEGRATION OF CAPITAL EXPENDITURES INTO THE 2026 BUDGET AND ADJUSTMENT OF THE MUNICIPAL TAX RATE
17. REQUEST FOR INTERVENTION BY THE GULF-OF-SAINT-LAURENT MRC TO IMPROVE THE SELECTIVE COLLECTION PROGRAM OF ÉCO-ENTREPRISES QUÉBEC
18. HIRING OF A PERSON FOR SNOW REMOVAL AND DE-ICING WORK - SEASONAL POSITION
19. SALE OF LOT 6 640 985 IN THE VILLAGE OF LOURDES-DE-BLANC-SABLON TO MR. TYLER ROBERTSON AND KARLA ROBERTS FOR THE SUM OF \$ 35 808 INCLUDING APPLICABLE TAXES
20. APPOINTMENT OF KARINE BENOIT AS THE PERSON AUTHORIZED TO SIGN DOCUMENTS RELATING TO THE APPLICATION FOR FINANCIAL ASSISTANCE FROM THE SOCIÉTÉ DU PLAN NORD CONCERNING THE BIOTOPE PROJECT
21. REQUEST FOR FINANCIAL ASSISTANCE FOR THE 2025 JUNIOR RANGERS GATHERING
22. NEW AFFAIRS
23. QUESTION PERIOD
24. CLOSING OF THE SITTING

2025-106

ADOPTION AND FOLLOW-UP OF THE MINUTES OF THE SITTING HELD ON AUGUST 26TH 2025

It is proposed by **Marissa Lavallee**, seconded by **Mitchell Lawless** and unanimously resolved to adopt the minutes of the sitting held on August 26th 2025 with exemption of reading.

2025-107

DEPOSIT AND ADOPTION OF THE CHEQUES ISSUED AND THE NON-REDUCIBLE EXPENSES PAID DURING THE MONTH OF AUGUST 2025

It is proposed by **Marissa Lavallee**, seconded by **Jarvin Joncas** and unanimously resolved to deposit and adopt the list of cheques issued and the non-reducible expenses paid during the month of August 2025 in the respective amount of \$ 142 478.01 for general administration and \$ 26 803.88 for the payroll.

2025-108

DEPOSIT AND ADOPTION OF THE PAYABLE ACCOUNTS FOR THE MONTH OF AUGUST 2025

It is proposed by **Jarvin Joncas**, seconded by **Dany Gaudreault** and unanimously resolved to deposit and adopt the payable accounts for the month of August 2025 in the amount of \$ 3808.52.

2025-109

DEPOSIT AND ADOPTION OF THE BUDGETARY REPORTS, TRANSFERS, AND CREDIT COMMITMENTS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2025

It is proposed by **Dany Gaudreault**, seconded by **Marissa Lavallee** and unanimously resolved to deposit and adopt the budgetary reports, transfers, and credit commitments for the months of August and September 2025 in the respective amounts of \$ 167 991.59 and \$ 160 646.00.

DEPOSIT OF THE TAX ARREARS REPORT AS OF THE 31ST OF AUGUST 2025

The General Director deposited and commented on the tax arrears report as of the 31st of August 2025 as \$ 429 677.71.



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**ADOPTION OF THE BUDGETARY PREVISIONS FOR THE ELECTORAL
STAFF**

WHEREAS the law on election and referendums foresees that
election staff are remunerated;

WHEREAS the municipal council can adopt by resolution the
budgetary provisions for the electoral staff;

CONSEQUENTLY, it is proposed by **Jarvin Joncas**, seconded by **Mitchell
Lawless** and unanimously resolved to adopt the budgetary provisions of
\$ 7 478.80 for the electoral staff:

Returning Officer		\$ 2000.00
Election Clerk		\$ 1500.00
Returning Officer Assistant		\$ 1000.00
Member of the commission for the revision of the electoral list	\$ 22.54 / hour	\$ 225.40
Secretary of the commission for the revision of the electoral list	\$ 22.54 / hour	\$ 225.40
Agent Revisor	\$ 19.32 / hour	\$ 193.20

The remuneration for the Returning Officer, Election Clerk and Returning
Officer Assistant is recommended by the General Director of the elections
and published in the Official Gazette of Quebec, on April 2nd, 2025.

For the polling day :

Deputy returning officers	4 x (\$ 201.30) \$ 20.13 / hour	\$ 805.20
Poll Clerks	4 x (\$ 193.20) \$ 19.32 / hour	\$ 772.80
President and member of the verification table	1 x (\$ 161.00) \$ 16.10 / hour	\$ 161.00
Primo	1 x (\$ 201.30) \$ 20.13 / hour	\$ 201.30

For the advance poll:

Deputy returning officers	\$ 20.13 / hour	\$ 201.30
Poll Clerks	\$ 19.32 / hour	\$ 193.20

2025-111

CONTRACT FOR WINTER MAINTENANCE OF MUNICIPAL ROADS

WHEREAS the Municipality has launched a public call for tenders for
the awarding of a contract relating to the maintenance of
municipal roads during the winter on August 6th 2025, for
a period of one year with the option of a one (1) year
renewal, at the sole discretion of the Municipality;

WHEREAS the Municipality has received two bids:

- **Construction FHD Inc.** in the amount of **\$ 193 158.00**
- **GIDC** in the amount of **\$ 457 140.60**

WHEREAS **Construction FHD Inc.** presented the lowest compliant
bid;

WHEREAS the recommendations of the Municipality's lawyer to
award the contract to the lowest bidder;

CONSEQUENTLY, it is proposed by **Dany Gaudreault**, seconded by
Mitchell Lawless and unanimously resolved:



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TO AWARD the contract for winter road maintenance to **Construction FHD Inc.** for a one-year period, in accordance with the call for tenders and the bid submitted by this company, for an amount of **\$ 193 158.00 including taxes;**

TO APPROPRIATE the final funds required for this expenditure from the Municipality's general funds;

TO SEND a copy of this resolution to the bidders who submitted a bid in response to this call for tenders.

2025-112

PURCHASE OF EQUIPMENT TO MANAGE THE SNOW REMOVAL CONTRACT

WHEREAS the Municipality must ensure a safe and efficient snow removal service in accordance with its contractual obligations;

WHEREAS the Municipality already owns a truck that will be used for snow removal;

WHEREAS the acquisition of new equipment will improve the quality and efficiency of snow removal services;

CONSEQUENTLY, it is proposed by **Mitchell Lawless**, seconded by **Dany Gaudreault** and unanimously resolved:

THAT the Municipality proceed with the purchase of the following equipment for snow removal operations:

- A snow shovel including installation in the amount of **\$ 13 750.00 plus taxes;**
- A sandblaster adapted to de-icing and sandblasting operations, including installation in the amount of **\$ 9 450.00 plus taxes.**

THAT the total amount authorized for these purchases not exceed **\$ 23 200.00 plus taxes;**

THAT the said amount be integrated in the 2026 budget;

THAT Karine Benoit, General Director, be authorized to:

- Sign all documents relating to these purchases;

THAT purchases be made in compliance with current procurement policies and applicable legal requirements;

2025-113

NOTICE OF MOTION TO ADOPT DRAFT BY-LAW 2025-R-003 AMENDING BY-LAW NUMBER 2003-R-003 CONCERNING THE REMUNERATION OF ELECTED MUNICIPAL OFFICIALS

Mitchell Lawless, Councillor, gave notice of motion to the effect that draft by-law number 2025-R-003 amending by-law number 2003-R-003 concerning the remuneration of elected municipal officials be presented at the present meeting and requested that the reading of the by-law be dispensed with, a copy having been given to each member of Council.

2025-114

ADOPTION OF DRAFT BY-LAW 2025-R-003 AMENDING BY-LAW NUMBER 2003-R-003 CONCERNING THE REMUNERATION OF ELECTED MUNICIPAL OFFICIALS

WHEREAS the Municipal Code of Québec (RLRQ, chapter C-27.1) allows municipalities to determine the remuneration of their elected officials;



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WHEREAS the municipal council deems it appropriate to amend by-law number 2003-R-003 in order to adjust the remuneration of municipal elected officials;

WHEREAS the project by-law in question was the subject of a notice of motion at the municipal council meeting on September 23rd, 2025.

CONSEQUENTLY, it is proposed by **Marissa Lavallee**, seconded by **Mitchell Lawless** and unanimously resolved to adopt the project By-Law 2025-R-003 that decrees and orders as follows:

ARTICLE 1

The preamble is an integral part of the present by-law.

ARTICLE 2

The present project by-law replaces the by-law 2003-R-003 and bears the title "By-Law Establishing the Remuneration of Elected Officials".

ARTICLE 3

The present project by-law establishes the annual remuneration for the mayor and each councillor of the Municipality for the following fiscal years.

ARTICLE 4

The Mayor's remuneration is set as follows:

- a) Basic annual remuneration: **\$ 20,000**;
- b) Annual expense allowance: **\$ 10,000**.

The annual base remuneration and expense allowance are paid in twelve (12) equal monthly installments.

The remuneration of councillors is set as follows:

Remuneration per municipal council meeting: **\$ 150**, i.e.:

Base salary per meeting: **\$ 100**;

Expense allowance per meeting: **\$ 50**;

For a basic annual remuneration of **\$2 400** and an annual expense allowance of **\$1 200**;

The basic annual remuneration and annual expense allowance are paid in twelve (12) monthly installments.

The remuneration of each elected member will only be paid to the councillor if they attend the regular monthly council meeting, with each attendance entitling them to their basic annual remuneration.

However, remuneration will be paid if the absence is deemed justified by the Mayor or the General Director.



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ARTICLE 5

An additional remuneration granted in favour of special mandates thereafter described and according to the modalities stated.

- a) Acting Mayor; \$ 25 per meeting during which he represents the Mayor. Maximum amount allocated per month \$ 50.
- b) Member of a board of directors or subcommittee (ex: planning advisory committee, leisure committee, daycare committee, etc. to which the elected member was mandated by a resolution of the council); \$ 25 per meeting of the board of directors or working session which he attended for a maximum of \$ 50 per month for each board of directors or working session per committee.

ARTICLE 6

If the Acting Mayor has to replace the Mayor for more than thirty days, the Acting Mayor will be entitled from the first day of replacement to the end, to an amount equal to the remuneration of the Mayor providing that the Acting Mayor assumes all the responsibilities of the Mayor.

ARTICLE 7

Each council member will receive in addition to his basic remuneration an expense allowance equal to half of his basic remuneration as decreed in Article 4.

ARTICLE 8

The remuneration decreed in Article 4 and 5 and also the expense allowance decreed in Article 7 will be paid to each elected member on monthly basis, the last day of each month.

ARTICLE 9

The present by-law will come into effect in accordance with the law.

2025-115

REQUEST FOR ANNUAL FINANCIAL ASSISTANCE TO PARTIALLY COVER
INSURANCE COSTS FOR THE FITNESS CENTER AT STE-THERESA SCHOOL

- WHEREAS** this request complies with the parameters of our municipal donation policy;
- WHEREAS** the École Ste-Theresa fitness center provides services that benefit the local community;
- WHEREAS** the municipal council recognizes the importance of supporting educational and sports facilities within its territory;
- WHEREAS** the municipal council wishes to make a donation that exceeds the amount usually granted under the donation policy, given the importance of this project to the community;

CONSEQUENTLY, it is proposed by **Mitchell Lawless**, seconded by **Marissa Lavallee** and unanimously resolved:

TO GRANT a financial contribution of one thousand dollars (\$ 1000) to cover the fitness center's insurance costs for the year 2026;

THAT this financial assistance includes the following requirements:

- The submission of quarterly reports detailing the fitness center's expenses and revenues;



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- The submission of the center's quarterly registration statistics of the community of Blanc-Sablon;
- Submission of an annual subsidy application accompanied by a complete review of the centre's financial statements;

THAT the renewal of this assistance will be conditional on compliance with these accountability requirements and the evaluation of the annual application.

2025-116

RE-OPENING OF THE MUNICIPAL LIBRARY

WHEREAS the Municipality has hired on a resource person to work at the library for 6 hours a week during a pilot project for the school year 2020-2021;

WHEREAS the library is an asset for the citizens and we wish to maintain it;

WHEREAS the trial project has been a success;

WHEREAS a resource person has expressed interest in assuring this service during the year 2025-2026;

CONSEQUENTLY, it is proposed by **Jarvin Joncas**, seconded by **Mitchell Lawless** and unanimously resolved to hire **Lesley Chubbs** as a resource person for the municipal library for the year 2025-2026 for the same number of hours and at an hourly rate of **\$ 16.10**.

2025-117

APPROPRIATION OF UNAPPROPRIATED OPERATING SURPLUS FOR THE RESERVE FOR EXPENSES RELATED TO THE HOLDING OF AN ELECTION

WHEREAS the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting municipal ethics and professional conduct and various legislative provisions, known as "Bill 49", will come into force on November 5, 2021;

WHEREAS that as of January 1, 2022, municipalities must establish a fund reserved for the financing of expenses related to the holding of an election, in accordance with sections 287.1 and 278.2 of the Act respecting elections and referendums in municipalities;

WHEREAS that the cost of the next general election is presumed to be at least equal to the cost of the last general election or the previous one (whichever is greater);

WHEREAS that in order to comply with sections 278.1 and 278.2 of the Act respecting elections and referendums in the municipality of Blanc-Sablon, the Municipality must allocate a sum of **\$ 2 000** to the fund reserved for expenses related to the holding of an election for the fiscal year ending December 31, 2025;

CONSEQUENTLY, it is proposed by **Dany Gaudreault**, seconded by **Mitchell Lawless** and unanimously resolved that the Municipality of Blanc-Sablon allocate an amount of **\$ 2 000** to the fund reserved for expenses related to the holding of an election for the fiscal year ending December 31st, 2025 and to draw this amount from the unrestricted operating surplus.



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INTEGRATION OF CAPITAL EXPENDITURES INTO THE 2026 BUDGET AND
ADJUSTMENT OF THE MUNICIPAL TAX RATE

- WHEREAS** the Municipality has made capital investments in 2025;
- WHEREAS** these investments must be integrated into the municipal budget for the fiscal year 2026;
- WHEREAS** Article 176 of the Quebec Municipal Code (RLRQ, c. C-27.1) allows the municipal council to adopt the budget and set tax rates;
- WHEREAS** it is necessary to adjust the municipal tax rate to compensate for costs related to investments made in 2025;
- WHEREAS** the municipal council wishes to maintain a balanced budget while ensuring the continuity of municipal services;

CONSEQUENTLY, it is proposed by **Marissa Lavallee**, seconded by **Dany Gaudreault** and unanimously resolved:

THAT the following capital expenditures in 2025 be included in the 2026 municipal budget:

- A snow shovel including installation in the amount of **\$ 15 809.06**;
- A sandblaster adapted to de-icing and sandblasting operations, including installation in the amount of **\$ 10 865.14**;
- Purchase of a service truck for sewer and roads: **\$ 76 836.57**.

TOTAL OF CAPITAL EXPENDITURES: \$ 103 510.77

THAT the municipal tax rate be adjusted for fiscal year 2026;

THAT the tax rate adjustment will compensate for the investments made in 2025.

2025-119

REQUEST FOR INTERVENTION BY THE GULF-OF-SAINT-LAURENT MRC TO
IMPROVE THE SELECTIVE COLLECTION PROGRAM OF ÉCO-ENTREPRISES
QUÉBEC

- WHEREAS** that Éco-Entreprises Québec (ÉEQ) has been mandated by the government to manage the selective collection of residual materials throughout Quebec, in partnership with the municipalities that provide front-line services;
- WHEREAS** that the Municipality of Blanc-Sablon has a contract with ÉEQ for the financing and implementation of a comprehensive selective collection service within its territory;
- WHEREAS** that a detailed proposal was submitted by the Municipality to ÉEQ to ensure the implementation and sustainability of the project, but this proposal was rejected despite ÉEQ's initial commitment to establish a service tailored to our community;
- WHEREAS** that several months have passed since this refusal without ÉEQ having contacted the Municipality again, thus demonstrating a lack of priority given to our territory;
- WHEREAS** that municipal investments have been made to hire specialized expertise to develop solutions tailored to the specific challenges of isolated communities on the Lower North Shore;



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WHEREAS that the environmental commitment of the Municipality of Blanc-Sablon to recycling and its desire to move toward effective selective collection are compromised by this situation, resulting in a problematic accumulation of recyclable materials at the local landfill site;

CONSEQUENTLY, it is proposed by **Dany Gaudreault**, seconded by **Jarvin Joncas** and unanimously resolved to authorize the General Director;

TO FORWARD this resolution to the Gulf of St. Lawrence Regional County Municipality (MRC);

TO FORMALLY REQUEST the MRC's intervention with Éco-Entreprises Québec;

TO REQUEST political support to accelerate the implementation of the program with the aim of obtaining a selective collection service adapted to the geographical and logistical realities of our territory, thereby respecting our community's environmental commitments.

2025-120

**HIRING OF A PERSON FOR SNOW REMOVAL AND DE-ICING WORK -
SEASONAL POSITION**

WHEREAS the Municipality must ensure the removal of snow and ice from municipal roads and parking lots during the winter season;

WHEREAS it is necessary to hire a dedicated person to perform these essential tasks;

WHEREAS this position is seasonal in nature, corresponding to the winter period;

WHEREAS the Municipality has the necessary budgetary appropriations for this position;

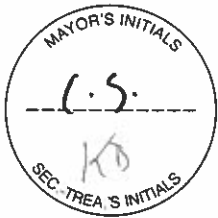
CONSEQUENTLY, it is proposed by **Jarvin Joncas**, seconded by **Marissa Lavallee** and unanimously resolved to hire **Mr. Jody Letemplier** as an employee for snow removal and de-icing of municipal streets from November 1, 2025, to April 30, 2026, as well as **Mitchell Lawless** as a recall employee, according to the conditions established in the Human Resources Policy and that the remuneration be set at **\$ 30** per hour for a 50-hour work week.

2025-121

**SALE OF LOT 6 640 985 IN THE VILLAGE OF LOURDES-DE-BLANC-
SABLON TO MR. TYLER ROBERTSON AND MS. KARLA ROBERTS
FOR THE SUM OF \$ 35 808.00 INCLUDING APPLICABLE TAXES**

WHEREAS the Municipality of Blanc-Sablon acquired from the Ministère des Ressources naturelles et des Forêts (MRNF) the land designated as **lot 6 640 985**, following a free transfer of public land;

WHEREAS this acquisition was made in accordance with the provisions of the Act respecting lands in the domain of the State;



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- WHEREAS** Mr. Robertson and Ms. Roberts, residing at 103, rue de la Bellevue, St-Augustin, has expressed interest in acquiring said land;
- WHEREAS** the sale of this land is consistent with the Municipality's land use planning guidelines;
- WHEREAS** the Municipality is willing to sell Mr. Robertson and Ms. Roberts a land located in the Municipality of Blanc-Sablon for the construction of a single-family home;
- WHEREAS** the Municipality wishes to promote residential development, it is advantageous for the Municipality to proceed with the sale of this land;

CONSEQUENTLY, it is proposed by **Marissa Lavallee**, seconded by **Jarvin Joncas** and unanimously resolved:

THAT the Municipality sell to Mr. Robertson and Ms. Roberts the land designated as **lot 6 640 985**;

THAT this sale be made at a price of **\$ 31 144.16 plus applicable taxes**, for a total amount of **\$ 35 808.00**, which is the municipal assessment value, plus any incurred costs and applicable taxes;

THAT this sale be subject to the following conditions:

- The land is sold in its current condition;
- The buyer must comply with all municipal by-laws in force;
- Notary fees for the transfer of ownership of **lot 6 640 985** are the responsibility of the buyer.
- The General Director, Ms. Karine Benoit, and the Assistant General Director, Ms. Laura Lavallee, are authorized to sign all documents related to this land sale.

2025-122

**APPOINTMENT OF KARINE BENOIT, GENERAL DIRECTOR, AS THE PERSON
AUTHORIZED TO SIGN DOCUMENTS RELATING TO THE APPLICATION FOR
FINANCIAL ASSISTANCE FROM THE SOCIÉTÉ DU PLAN NORD
CONCERNING THE BIOTOPE PROJECT**

It is proposed by **Dany Gaudreault**, seconded by **Jarvin Joncas**, and unanimously resolved to hereby entrust Karine Benoit, General Director, with the mandate to sign the documents relating to the request for financial assistance from the Société du Plan Nord concerning the Biotope project.

2025-123

**REQUEST FOR FINANCIAL ASSISTANCE FOR THE 2025 JUNIOR RANGERS
GATHERING**

WHEREAS this request meets the parameters of our donation policy;

CONSEQUENTLY, it is proposed by **Mitchell Lawless**, seconded by **Jarvin Joncas** and unanimously resolved that three prizes will be awarded: the winner will receive **\$ 250**, the runner-up will receive **\$ 150**, and the third participant will receive **\$ 100**, for a **total amount of \$ 500** for the 2025 Junior Rangers gathering.

NEW AFFAIRS

There were no new affairs.



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QUESTION PERIOD

There were no questions.

CLOSING OF THE SITTING

It is proposed by **Dany Gaudreault**, seconded by **Mitchell Lawless** and
unanimously resolved to close the present sitting at 7:30 p.m.

Colin Shattler, Mayor

Karine Benoit, General Director