

(Unofficial version)

DATE: March 10, 2026

The regular meeting of the Clarendon Municipal Council was held on the above night, at the council hall located at C427 route 148 in Clarendon. Present were Mayor Edward Walsh, Cr. Elliott, Cr. Younge, Cr Hannaberry, Cr. Holmes, Cr. Smith & Cr. Hanna. . Also attending the meeting was Clerk Treasurer Patricia Hobbs.

1. OPENING THE MEETING

Conflict of Interest Statement:

A conflict of interest occurs when elected officers are placed in a situation of having to choose between their personal interests, or those of their entourage, and the public interest. The conflict of interest sections of the Act respecting municipal elections and referendums are designed to ensure that the decision-making process on a municipal council is not tainted by personal consideration

Mayor Ed Walsh opened the meeting at 7 :00 p.m.

**Public Participation: Paul Emmerson – Regarding Claude Road
Quad Club Representative**

2. ADOPTION OF THE AGENDA

030-03-2026 Proposed by Cr. Hanna
Seconded by: Cr Elliott
And unanimously resolved to adopt the agenda of March 10, 2026

3. ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF February 24, 2026

031-03-2026 Proposed by: Cr. Elliott
Seconded by: Cr. Hannaberry
And is resolved to adopt the minutes of the meeting of February 24, 2026
Carried

4. MAYOR'S REPORT -

- Thank you from the Figure Skating and Shawville Minor Hockey Club for donation from the Municipality

5. CORRESPONDENCE AND INFORMATION

032-03-2026 - Request from the Shawville Lions Country Jamboree for financial support
Moved by: Cr. Hannaberry
Seconded by: Cr. Younge
And agreed to donate the amount of \$ 500.00

6. FINANCIAL REPORT &/OR ACCOUNTS PAYABLE

Accounts Payable in the amount of \$ 44,771.96 were presented

AUTHORITY OF PAYMENT OF THE LIST OF BILLS

Certificate of availability of credits

I, the undersigned, Patricia Hobbs, Director General of the Municipality of Clarendon certify that there are sufficient credits available to carry out the expenditure mentioned above

In witness whereof, this certificate is given in Clarendon this day of March 10, 2026

_____ *Patricia Hobbs* _____

Patricia Hobbs – Clerk Treasurer

033-03-2026 Proposed by Cr Elliott
Seconded by: Cr.Holmes
And is resolved to pay the bills in the amount of \$ 44,771.96
Carried

7. COMMITTEE MEETINGS AND REPORTS

7.1 PERSONNEL COMMITTEE

7.2 LUP COMMITTEE

7.2.1 Subdivision and Minor Variance Request

A request was received to alienate the farm residence from the farm property to create parcel 6 664 414 and the residual parcel 6 664 413 as shown in Cadastral Plan Minute 7154 dated December 4, 2024.

Also, a request was received for the same lot for a minor variance to reduce the required frontage from 50.0 meters to 7.03 meters.

Whereas, this subdivision is compliant with Subdivision Bylaw 2017-259

Whereas, the CPTAQ approved the subdivision on June 3, 2025

Whereas, each parcel is zoned AG-33

Whereas, the minor variance to reduce the frontage from 50.0 meters to 7.03 meters is necessary to accommodate the laneway

Whereas, The Land Use and Planning Committee recommend approval of the subdivision plan and the minor variance

Whereas, the public notice was published on February 11, 2026

It is therefore

034-03-2026

Moved by : Cr. Elliott

Seconded by: Cr. Smith

And unanimously agreed to approve Cadastral Plan Minute 7154 to alienate the farm residence from the farm property and secondly to approve the minor variance to reduce the required frontage from 50.0 meters to 7.03 meters

Carried

7.2.2 Subdivision and Minor Variance Request

A request was received for a subdivision of a commercial property (zoned C-30) to alienate a residential unit from a gas station and a minor variance request to reduce the required frontage from 50.0 meters to 20.0 meters and to reduce the required lot size from 3800.0 square meters to 1157.20 square meters.

Whereas, this subdivision is compliant with Subdivision Bylaw 2017-259

Whereas, the parcel is zoned C-30, Commercial.

Whereas, the minor variance to reduce the frontage from 50.0 meters to 20.0 meters is consistent with a significant number of residential lots currently existing in zone C-30.

Whereas, the minor variance to reduce the total square meters of 3800.0 meters to 1157.20 is consistent with a significant number of residential lots currently existing in zone C-30.

Whereas, the Land Use and Planning Committee recommend approval of the subdivision plan and the minor variance, (Minutes of February 5, 2026 attached).

Whereas, the public notice was published February 11, 2026, expires February 26, 2026.

Whereas, property owner will have a survey prepared based on the conditional approval of council.

Whereas, the public notice was published February 11, 2026 and expires February 26, 2026

It is therefore

035-03-2026

Moved by : Cr. Hannaberry

Seconded by : Cr. Holmes

And unanimously resolved

To approve the proposed subdivision of the commercial property and alienation of a residential unit from the gas station subject to the condition that each parcel

has its own Septic Facilities in accordance with Regulation Q2R22 (Regulation respecting waste water disposal systems for isolated dwellings).
And to approve the minor variance request to reduce the required frontage from 50.0 meters to 20.0 meters as well as to approve the reduction of the required minimum lot size from 3800 square meters to 1157.20 square meters.
Carried.

7.2.3 Conditional Use Request

A conditional use request was received to place up to 4 additional storage buildings on Parcel 5 639 848 for a total of storage buildings

Whereas, the owner has operated a self storage business since 2011.

Whereas, the original 2 storage buildings were built according to a permit, but in error. The property was not eligible to place the original 2 storage buildings.

Whereas, there is also a commercial garage and repair shop along with a variety of wrecked vehicles. This goes back to 2004.

Whereas, there is a shortage of storage facilities within the municipality. The conditional use recognizes that the storage buildings are permanent structures.

Whereas, the Land Use and Planning Committee recommends approval of the request as per the minutes of March 5, 2026.

Whereas, the public notice dated February 11, 2026 was posted with a council meeting date of March 10, 2026 and has provided more than 15 days advance notice.

It is therefore

036-03-2026

Moved by : Cr. Smith

Seconded by : Cr. Holmes

And unanimously resolved to approve the conditional use of an additional storage units on the Parcel (up to a maximum of 4 additional units)
Carried.

7.2.4 Naming of New LUP Committee Member

Whereas, one member of the Land Use Planning Committee has stepped down

Whereas, there is a need to have a replacement

Whereas, Nickolas Murdock had inquired about this position last Fall

It is therefore

037-03-2026

Moved by: Cr. Hanna

Seconded by: Cr. Younge

And unanimously agreed to have Nick Murdock sit on the Land Use Planning committee for a period of 2 years and the Municipality of Clarendon will provide the training required for this position
Carried

7.3 TRANSPORTATION COMMITTEE

038-03-2026

7.3.1 Tractor Rental

Moved by: Cr. Younge

Seconded by: Cr. Hanna

And unanimously agreed to renew the tractor rental for the summer months for a total expenditure of \$ 13,786..00
Carried

7.3.2 Calcium Tender

039-03-2026

Moved by: Cr. Hanna

Seconded by: Cr. Hannaberry

And unanimously agreed to have the Director General send a request for tenders to at least two suppliers for the supply of Calcium for the 2026 season. Deadline

to tender being set for 2:00 p.m. on March 24, 2026. Tenders will be opened in the regular council meeting of March 24.

Carried

7.3.3 Quad Club Road Access

A request was received for road access for the quad club.

040-03-2026 Moved by: Cr. Smith

Seconded by: Cr. Holmes

And unanimously agreed to grant access to the roads requested.

Carried

7.4 LIBRARY COMMITTEE

7.5 FINANCE COMMITTEE

7.6 FIRE COMMITTEE

7.6.1 – Annual Activity Report for 2025

RESOLUTION FOR THE MUNICIPALITY OF CLARENDON

ADOPTION OF THE 2025 ANNUAL REPORT – REVISED FIRE SAFETY COVER PLAN

WHEREAS section 35 of the Fire Safety Act requires that, an activity report for the previous fiscal year be prepared, adopted by resolution, and submitted to the Minister annually;

WHEREAS the MRC is responsible for collecting this information in order to produce a regional activity report;

041-03-2026 It is therefore

Moved by: Cr. Elliott

Seconded by: Cr. Holmes

And unanimously agreed to adopt the annual report of the revised Fire Safety Cover Plan for 2025 and to transmit it to the MRC Pontiac

7.6.2 Update from the Fire Commission Meeting

False Alarms – The problem of recurring smoke alarms was discussed at the Fire Commission meeting

041A-03-2026 Moved by: Cr. Elliott

Seconded by: Cr. Hanna

And unanimously agreed that a letter should be sent to any addresses where false alarms are re-occurring.

Carried

7.7 WASTE COMMITTEE

7.8 COTTAGE ASSOCIATION COMMITTEE

7.9 - CHAMBER OF COMMERCE COMMITTEE

8. Miscellaneous and Discussion

8.1 ADOPTION OF BYLAW ENACTING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR ELECTED OFFICIALS 2026-002

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF CLARENDON

BYLAW ENACTING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR MUNICIPAL ELECTED OFFICIALS 2026-002

WHEREAS the Municipal Council adopted, on February 8, 2022, Bylaw No.2022-001 Enacting a Code of Ethics and Professional Conduct for Elected Officials;

WHEREAS, pursuant to section 13 of the *Act respecting ethics and professional conduct in municipal matters*, RLRQ c. E-15.1.0.1 (hereinafter the "LEDMM"), every municipality must, before May 31st. following any general election, adopt a revised code of ethics and professional conduct to replace the one in force, with or without amendments;

WHEREAS it is therefore necessary to adopt a revised code of ethics and professional conduct for elected officials;

WHEREAS the formalities set out in the LEDMM for the adoption of such a revised code have been complied with.

WHEREAS , the Clerk Treasurer states that the purpose of this bylaw is to set out the Municipality's core values in terms of ethics and the rules of professional conduct that must guide the conduct of a person as a member of the council, a committee or commission of the Municipality or, in their capacity as a member of the Municipal Council, of another body;

WHEREAS this bylaw is adopted pursuant to section 13 of the *Act respecting ethics and professional conduct in municipal matters*, CQLR, c. E-15.1.0.1;

THEREFORE, it is

042-03-2026 Proposed by : Cr.Hanna

Seconded by : Cr. Elliott

And resolved to adopt the following bylaw :

1. Declaratory provisions

- 1.1. The title of this bylaw is: *Bylaw Number2026-002 enacting the Code of Ethics and Professional Conduct for Municipal Elected Officials.*
- 1.2. The preamble forms an integral part of this Code.
- 1.3. The Code does not replace the laws and regulations in force that govern the Municipality and, more generally, the municipal domain. Rather, it is supplementary and complements the various obligations and general duties applicable to municipal elected officials that are provided for in applicable laws and other regulations.
- 1.4. The Code shall not be interpreted as allowing any derogation from the provisions contained in the laws and regulations in force that govern the Municipality, municipal elected officials and, more generally, the municipal domain.

2. Interpretative provisions

This Code shall be interpreted in accordance with the principles and objectives contained in the LEDMM. The rules set out in this Act are deemed to be an integral part of this Code and prevail over

any incompatible rule set out in this Code.

In this Code, unless the context indicates a different meaning, the following terms mean:

- a) **"Advantage"**: Whether pecuniary or not, an advantage includes any gift, donation, favor, reward, service, gratuity, hospitality, remuneration, retribution, gain, indemnity, privilege, preference, compensation, benefit, profit, advance, loan, reduction, discount, etc.
- b) **"Code"**: Regulation No. (insert the number of this regulation) enacting the code of ethics and professional conduct for municipal elected officials.
- c) **"Ethics"**: Refers to the set of rules and duties that govern the role of council members, their conduct, their relationships with each other, and their relationships with municipal employees and the general public.
- d) **"Ethics"**: Refers to the set of moral principles that form the basis of council members' conduct, taking into account the values of the municipality.
- e) **"Personal interest"**: Such an interest is linked to the elected official themselves and is distinct from the community they represent.

3. Application of the code

This Code, and more specifically the rules set out herein, guide the conduct of all council members.

Certain rules set out in this Code also apply after the term of office of any person who has been a council member.

4. Municipal values

4.1. Integrity

All council members value honesty, rigor, and fairness. They must demonstrate integrity and honesty beyond reproach.

4.2. Prudence in pursuing the public interest

Prudence requires all council members to fulfill their responsibilities in the public interest objectively and with discernment. Prudence involves gathering sufficient information, considering the consequences of one's actions, and examining alternative solutions.

The public interest means making decisions for the greater good of the community and not for private or personal gain at the expense of the public interest.

4.3. Respect and civility toward other members, municipal employees, and citizens

All members promote respect and civility in human relations. They are entitled to respect and civility and act with respect and civility toward all persons with whom they deal in the course of their duties. Civility involves showing courtesy, politeness, and good manners.

4.4. Loyalty to the municipality

Loyalty requires performing one's duties in the best interests of the municipality, with objectivity and independence of mind. It involves setting aside personal interests and disclosing them in a transparent manner, in accordance with applicable rules. In addition, loyalty implies respecting the decisions made by the council.

4.5. The pursuit of fairness

Fairness means demonstrating impartiality, i.e., conducting oneself objectively and independently, and considering the rights of everyone. Fairness requires non-discrimination.

4.6. The honor attached to the duties of a board member

All members uphold the honor associated with their position, which presupposes the constant practice of the five values listed above: integrity, prudence, respect and civility, loyalty, and fairness.

5. Rules of conduct

5.1. Application

The rules set out in this article shall guide the conduct of an elected official as a member of the council, a committee, or a commission:

- a) Of the municipality; or
- b) Another body when sitting in their capacity as a member of the municipal council.

5.2. Object

The purpose of these rules is to prevent:

- a) Any situation of personal interest to a council member that may influence their independence of judgment in the performance of their duties;
- b) Favoritism, embezzlement, breach of trust, or other misconduct.

5.3. Conflicts of interest

- 5.3.1. No member shall act, attempt to act, or fail to act in a manner that favors, in the performance of their duties, their personal interests or, in an abusive manner, those of any other person.
- 5.3.2. No member shall use their position to influence or attempt to influence another person's decision in a manner that favors their personal interests or, in an abusive manner, those of any other person.
- 5.3.3. No member shall solicit, induce, accept, or receive, for himself or herself or for another person, any advantage whatsoever in exchange for taking a position on a matter that may be referred to a council, committee, or commission of which he or she is a member.
- 5.3.4. No member of the council may have a direct or indirect interest in a contract with the municipality, subject to the exceptions provided for in section 305 of the *Act respecting elections and referendums in municipalities*, CQLR, c. E-2.2.
- 5.3.5. No member of the council may participate in deliberations, vote or attempt to influence the vote on a matter in which he or she has a direct or indirect pecuniary interest, subject to the exceptions provided for in section 361 of the *Act respecting elections and referendums in municipalities*, CQLR, c. E-2.2.

6. **Receipt and solicitation of benefits**

- 6.1. No member of the council may solicit, induce, accept, or receive, for himself or herself or for another person, any advantage whatsoever in exchange for taking a position on a matter that may be referred to the council, a committee, or a commission of which he or she is a member.
- 6.2. No member shall accept any gift, hospitality, or other benefit, regardless of its value, that is offered by a supplier of goods or services or that may influence their independence of judgment in the performance of their duties and compromise their integrity.
- 6.3. Any gift, hospitality or other benefit received by a member of the municipal council that is not of a purely private nature or covered by section 6.1 must, when its value exceeds \$200, be reported in writing by that member to the clerk-treasurer of the Municipality within thirty (30) days of receipt. This report must contain an adequate description of the gift, hospitality, or benefit received, and specify the name of the donor, as well as the date and circumstances of its receipt. The clerk-treasurer shall keep a public record of these declarations.

7. **Use of municipal resources**

No member of the council may use the resources of the municipality or any other body referred to in section 5.1 for personal purposes or for purposes other than activities related to the performance of their duties.

This prohibition does not apply when a council member uses, on non-preferential terms, a resource made available to citizens.

8. **Use and disclosure of confidential information**

No member shall use, disclose, or attempt to use or disclose, either during or after their term of office, information obtained in the course of or in connection with the performance of their duties that is not generally available to the public, for the purpose of promoting their personal interests or those of any other person.

9. **After term of office**

Within twelve (12) months after the end of their term of office, a council member is prohibited from holding a position as a director or officer of a legal entity, a job, or any other position such that they or any other person derives an undue advantage from their previous duties as a member of the municipal council.

10. Breach of trust and embezzlement

A member is prohibited from misappropriating property belonging to the municipality for his or her own use or for the use of a third party.

11. Announcement at a political fundraising event

No member of the council may announce, at a political fundraising event, the completion of a project, the conclusion of a contract, or the awarding of a grant by the city unless a final decision regarding the project, contract, or grant has already been made by the competent authority of the municipality.

12. Respect and civility

No council member may behave in a disrespectful manner toward other municipal council members, municipal employees, or citizens by using, in particular, vexatious, disparaging, or intimidating words, writings, or gestures, or any form of incivility of a vexatious nature.

13. Honor and dignity

No member may engage in conduct that undermines the honor and dignity of the office of elected official.

14. Interference

- .1 A council member may not interfere in the day-to-day administration of the Municipality or give instructions to municipal employees, except when making a decision in a public meeting of the municipal council. In such cases, the instructions are implemented among municipal employees by senior management.
- 2 It is understood that a council member who is a member of a committee or commission formed by the municipal council or who is mandated by the municipal council to represent the Municipality in a particular matter may, however, be required to collaborate with senior management and municipal employees. Such collaboration is limited to the mandate assigned to the council member by the municipal council.
- 3 Under no circumstances may this provision be applied or interpreted in such a way as to limit the mayor's right of supervision, investigation, and control vested in him or her by law.
- 4 All council members must forward any complaints they receive to the municipal director general, who will take appropriate action. If the complaints concern the director general, he or she shall refer them to the mayor.

15. Control mechanism

Any breach of a rule set out in this Code by a member of the municipal council may result in the following sanctions:

- 15.1. A reprimand;
- 15.2. Participation in training on ethics and professional conduct in municipal matters, at the council member's expense, within the time limit prescribed by the Commission municipale du Québec;
- 15.3. Within thirty (30) days of the decision of the Commission municipale du Québec, the member must return to the municipality:
 - a) The gift, hospitality or benefit received or the value thereof;
 - b) Any profit made in contravention of a rule of this Code;
- 15.4. Reimbursement of any remuneration, allowance, or other sum received for the period determined by the Commission municipale du Québec as a member of the council, a committee, or a commission of the municipality or an organization referred to in section 4.1;
- 15.5. A penalty of up to \$4,000 to be paid to the municipality;
- 15.6. Suspension of the municipal council member for a period not exceeding ninety (90) days, which suspension may continue beyond the day on which his term of office ends if he is re-elected in

an election held during his suspension and the suspension has not ended on the day on which his new term of office begins.

When a member of the municipal council is suspended, they may not perform any duties related to their position as a council member and, in particular, may not sit on any council, committee, or commission of the municipality, or in their capacity as a member of a council of the municipality or another body, nor may they receive any remuneration, allowance, or other sum from the municipality or such body.

16. Replacement

This bylaw replaces Bylaw No.2022-001

17. Effective

This bylaw comes into force in accordance with the law.

8.2 Regions and Rurality Fund (FRR) Component 4 “Intermunicipal Cooperation” – Enhancement of the Intermunicipal agreement between the MRC Pontiac and the MRC des Collines – de – l’Outaouais for the provision of passenger transportation services.

WHEREAS the municipality of **Clarendon** acknowledges that it has read the Applicant's Guide concerning the Municipal Cooperation and Governance component of the Regions and Rurality Fund, Intermunicipal Cooperation sub-component;

WHEREAS the municipal bodies of Alleyn-et-Cawood, Bristol, Bryson, Campbell's Bay, Chichester, Clarendon, Fort-Coulonge, L'Île-du-Grand-Calumet, L'Isle-aux-Allumettes, Litchfield, Mansfield-et-Pontefract, Otter Lake, Portage-du-Fort, Rapides-des-Joachims, Shawville, Sheenboro, Thorne, Waltham, Cantley, Chelsea, L'Ange-Gardien, La Pêche, Pontiac, Val-des-Monts and the MRC des Collines-de-l'Outaouais wish to present a project to improve the transportation service of persons who are the subject of an intermunicipal agreement between the MRC Pontiac and the MRC des Collines-de-l'Outaouais as part of the Cooperation and Municipal Governance component of the Regions and Rurality Fund.

043-03-2026 It is therefore

Moved by: Cr. Holmes

Seconded by: Cr.Elliott

And unanimously agreed and resolved that this resolution be adopted and that it rule and enact as follows:

- The council of Clarendon undertakes to participate in the **co-operation** project to improve the intermunicipal agreement between the MRC Pontiac and the MRC des Collines-de-l'Outaouais for the provision of passenger transportation services;
- The MRC Council agrees to pay a portion of the costs, namely the minimum contribution required under the program;
- Council appoints the MRC Pontiac as the organization responsible for the project and authorizes the submission of the project under the Municipal Cooperation and Governance component of the Regions and Rurality Fund, Intermunicipal Cooperation sub-component;
- Council designates Patricia Hobbs, Director General, to sign any document that is necessary or useful or requested by the municipal body responsible for the project for the purposes of this grant application.

CARRIED

9. ADJOURNMENT

044-03-2026 Motion by Cr Holmes to adjourn the meeting of March 10, 2026 at 9:20 p.m.

Mayor Edward Walsh

Clerk Treasurer – Patricia Hobbs

