

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the Regular Council Sitting of the Municipality of West Bolton held on Monday, March 9, 2020 at 7:30 p.m. at the Town Hall.

Present:

Robert Chartier, Councillor n° 1
Jean-Pierre Pouliot, Councillor n° 2
Loren Allen, Councillor n° 3
Denis Vaillancourt, Councillor n° 4
Gilles Asselin, Councillor n° 5
Cedric Briggs, Councillor n° 6
who formed a quorum.

The sitting was presided over by Jacques Drolet, Mayor.

Also present:

Jean-François Grandmont, Director general and Secretary-treasurer
Michael Ferland, head of the Town Planning department and municipal inspector

MUNICIPALITY OF WEST BOLTON

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. FIRST QUESTION PERIOD**
- 4. APPROVAL OF MINUTES**
- 5. CORRESPONDENCE**
- 6. TOWN PLANNING**
 - 6.1. Inspector's Report - Permits and Certificates
 - 6.2. Request for minor exemption Number 2019-12-0014 - 5 chemin des Appalachia
 - 6.3. By-law Number 364-2020 amending the Permit and Certificates By-law Number 267-2008 - Notice of Motion and Tabling of the Draft
 - 6.4. By-law Number 364-2020 amending the Permit and certificates By-law number 267-2008 - Adoption of the draft
 - 6.5. By-law Number 365-2020 amending By-law Number 359-2019 on site layout and architectural integration plans - Notice of Motion and Tabling of draft
 - 6.6. By-law Number 365-2020 amending By-law Number 359-2019 on site layout and architectural integration plans - Adoption of draft
 - 6.7. By-law number 366-2020 on the Code of ethics and professional conduct for members of the Planning Advisory Committee of the Municipality of West Bolton - Notice of motion and tabling of draft
 - 6.8. Concordance By-law Number 367-2020 amending Zoning By-law number 264-2008 in order to comply with the Revised Development Plan, Second Replacement - Notice of Motion and Tabling of draft
 - 6.9. Concordance By-law Number 367-2020 amending Zoning By-law number 264-2008 in order to comply with the Revised Development Plan, Second Replacement - Adoption of draft
 - 6.10. Concordance By-law Number 368-2020 amending the By-law concerning the Master Plan number 271-208 in order to comply with the Revised Development Plan, Second Replacement - Notice of Motion and Tabling of Draft

- 6.11. Concordance By-law Number 368-2020 amending the By-law concerning Town Plan number 271-2008 in order to comply with the Revised Development Plan, Second Replacement - Notice of Motion and Adoption of Draft
- 6.12. Concordance By-law Number 369-2020 Amending By-law number 359-2019 on Site layout and architectural integration Plans in order to conform to the revised development plan second replacement - Notice of motion and tabling of draft
- 6.13. Concordance By-law Number 369-2020 Amending By-law number 359-2019 on Site layout and Architectural Integration Plans in order to conform to the Revised Development Plan, Second Replacement - Adoption of draft
- 6.14. By-law number 349-2018 on conditional uses concerning mainly tourist residences - Adoption
- 7. ADMINISTRATION**
 - 7.1. Approval of accounts and transfers
 - 7.2. Sale of real estate for non-payment of taxes
 - 7.3. Small Claims - File 470-32-700254-202 - Amicable Settlement
 - 7.4. Clean up of Accounts Receivable
 - 7.5. Human Resources - Contracts - Endorsements
 - 7.5.1. Roads Supervisor and Assistant Municipal Inspector
 - 7.5.2. Town Planning Officer and Municipal Inspector
- 8. ROADWORKS**
- 9. ENVIRONMENT**
- 10. PUBLIC SECURITY**
- 11. HEALTH AND WELL-BEING**
- 12. LEISURE AND CULTURE**
- 13. VARIA**
- 14. SECOND QUESTION PERIOD**
- 15. END OF SITTING**

**065-0320
CALL TO ORDER**

With the members present at the opening of the sitting forming a quorum, the sitting was called to order by the mayor at 7:30 pm.

The mayor addressed those present.

**066-0320
ADOPTION OF THE AGENDA**

IT WAS MOVED by Councillor Jean-Pierre Pouliot, SECONDED by Councillor Denis Vaillancourt and resolved to adopt the agenda submitted, while keeping the Varia open and adding the following item:

- 10.1. DSSI Annual Report 2019 - Fire Safety Cover Plan

and removing the following points:

- 6.4 By-law number 364-2020 amending Permits and certificates by-law number 267-2008 - Adoption of draft
- 6.12. Concordance By-law number 369-2020 amending By-law number 359-2019 concerning site layout and architectural integration plans in order to conform to the revised development plan - Second replacement - Notice of introduction and tabling of project

6.13 Concordance by-law number 369-2020 amending By-law number 359-2019 on site layout and architectural integration plans in order to comply with the revised development plan second replacement - Adoption of draft

7.2 Sale of real estate for non-payment of taxes

7.3 Small claims - File 470-32-700254-202 - Amicable settlement

7.4 Writing off of receivables

Adopted unanimously

067-0320
FIRST QUESTION PERIOD

Council held a first question period during which those present could ask questions to its members.

068-0320
APPROVAL OF MINUTES

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Cedric Briggs and resolved to approve the French version of the minutes of February 3 and 14, 2020.

Adopted unanimously

069-0320
CORRESPONDENCE

Nothing to discuss.

070-0320
TOWN PLANNING
INSPECTOR'S REPORT - PERMITS AND CERTIFICATES

Mr. Michael Ferland presented the inspector's report for January 2020.

071-0320
TOWN PLANNING
REQUEST FOR MINOR EXEMPTION #2019-12-0014 - 5
CHEMIN DES APPALACHES

The mayor and Mr. Michael Ferland, head of the Town Planning department and municipal inspector, presented the request.

Nature and effect of request #2019-12-0014:

Allow the increase of the maximum height allowed for a front fence to 2.14 metres. The current standard for the installation of a fence in the front yard is 1.25 metres as stipulated in section 11.2.2, paragraph 1, of Zoning By-law number 264-2008.

Identification of the site concerned:

The site covered by this request is located at 5, chemin des Appalaches in West Bolton, on lot number 5 193 065 of the Quebec cadastre (nominal roll: 9009-44-8140).

The floor was given to any interested party wishing to be heard on this request.

071-0320
TOWN PLANNING
REQUEST FOR MINOR EXEMPTION #2019-12-0014 - 5
CHEMIN DES APPALACHES

WHEREAS in accordance with Sections 145.1 and following of the *Act respecting land use planning and development*, this request is in conformity with the objectives of the Master Plan and does not interfere with neighbouring property owners' enjoyment of their right to property;

WHEREAS the Planning Advisory Committee recommends to the Municipal Council, by its resolution number 0120-004, to refuse the present request;

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Cedric Briggs and resolved to set aside this request, and to discuss the revision of the by-law.

Adopted unanimously

072-0320
TOWN PLANNING
DRAFT BY-LAW NUMBER 364-2020 AMENDING PERMITS
AND CERTIFICATES BY-LAW NUMBER 267-2008 - NOTICE OF
MOTION AND TABLING OF DRAFT

NOTICE OF MOTION is hereby given by Mayor Jacques Drolet, that at a future sitting of Council, By-law Number 364-2020 amending Permits and Certificates By-law Number 267-2008 will be presented for adoption.

A copy of Draft By-law Number 364-2020 amending Permits and Certificates By-law Number 267-2008 was tabled by the Mayor at the sitting and is attached herewith.

Copies of the draft by-law were made available to the public at the beginning of this sitting.

073-0320
TOWN PLANNING
DRAFT BY-LAW NUMBER 365-2020 AMENDING BY-LAW
NUMBER 359-2019 ON SITE LAYOUT AND ARCHITECTURAL
INTEGRATION PLANS - NOTICE OF MOTION AND TABLING
OF DRAFT

NOTICE OF MOTION is hereby given by Mayor Jacques Drolet, that at a future sitting of Council, By-law Number 365-2020 amending By-law Number 359-2019 respecting site layout and architectural integration plans will be presented for adoption.

A copy of draft By-law number 365-2020 amending By-law number 359-2019 respecting site layout and architectural integration plans was tabled by the Mayor at the sitting and is attached herewith.

Copies of the draft by-laws were made available to the public at the beginning of this sitting.

074-0320
TOWN PLANNING

**DRAFT BY-LAW NUMBER 365-2020 AMENDING BY-LAW
NUMBER 359-2019 ON SITE LAYOUT AND ARCHITECTURAL
INTEGRATION PLANS - ADOPTION OF DRAFT**

IT WAS MOVED by Councillor Jean-Pierre Pouliot, SECONDED by Councillor Gilles Asselin and resolved:

- to adopt draft By-law number 365-2020 amending By-law number 359-2019 pertaining to site layout and architectural integration plans;
- that a public consultation sitting on said draft by-law be held on Monday, March 30, 2020 at 7:30 p.m. in the Council chambers of the Town Hall located at 9 Town Hall Road in West Bolton.

Copies of the draft were made available to the public at the beginning of this sitting.

Adopted unanimously

**075-0320
TOWN PLANNING
DRAFT BY-LAW NUMBER 366-2020 ON THE CODE OF ETHICS
AND PROFESSIONAL CONDUCT FOR MEMBERS OF THE
PLANNING ADVISORY COMMITTEE OF THE MUNICIPALITY
OF WEST BOLTON - NOTICE OF MOTION AND TABLING OF
DRAFT**

NOTICE OF MOTION is hereby given by Mayor Jacques Drolet, that at a future sitting of Council, By-law number 366-2020 on the Code of ethics and professional conduct for members of the Planning Advisory Committee of the Municipality of West Bolton will be presented for adoption.

A copy of draft by-law number 366-2020 on the Code of ethics and professional conduct for members of the Planning Advisory Committee of the Municipality of West Bolton was tabled by the Mayor at the sitting and is appended to this notice.

Copies of the draft by-law were made available to the public at the beginning of this sitting.

**076-0320
TOWN PLANNING
DRAFT CONCORDANCE BY-LAW NUMBER 367-2020
AMENDING ZONING BY-LAW NUMBER 264-2008 - NOTICE OF
MOTION AND TABLING OF DRAFT**

NOTICE OF MOTION is hereby given by Mayor Jacques Drolet, that at a future sitting of Council, Concordance By-law number 367-2020 amending Zoning By-law number 264-2008 will be presented for adoption.

A copy of draft Concordance By-law number 367-2020 amending Zoning By-law number 264-2008 was tabled by the Mayor at the sitting and is attached herewith.

Copies of the draft by-law were made available to the public at the beginning of this sitting.

**077-0320
TOWN PLANNING**

**DRAFT CONCORDANCE BY-LAW NUMBER 367-2020
AMENDING ZONING BY-LAW NUMBER 264-2008 - ADOPTION
OF DRAFT**

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Cedric Briggs and resolved:

- to adopt draft Concordance By-law number 367-2020 amending Zoning By-law number 264-2008;
- that a public consultation sitting on said draft by-law be held on Monday, March 30, 2020 at 7:30 p.m. in the Council chambers of the Town Hall located at 9 Town Hall Road in West Bolton.

Copies of the draft were made available to the public at the beginning of this sitting.

Adopted unanimously

**078-0320
TOWN PLANNING
DRAFT CONCORDANCE BY-LAW NUMBER 368-2020
AMENDING BY-LAW ON THE MASTER PLAN NUMBER 271-
2008 - NOTICE OF MOTION AND TABLING OF DRAFT**

NOTICE OF MOTION is hereby given by Mayor Jacques Drolet, that at a future sitting of Council, Concordance By-law number 368-2020 amending the By-law concerning the master plan number 271-2008 will be presented for adoption.

A copy of draft Concordance By-law number 368-2020 amending the By-law concerning the Master Plan number 271-2008 was tabled by the Mayor at the sitting and is attached herewith.

Copies of the draft by-law were made available to the public at the beginning of this sitting.

**079-0320
TOWN PLANNING
DRAFT BY-LAW NUMBER 368-2020 AMENDING THE BY-LAW
ON THE MASTER PLAN 271-2008 - ADOPTION OF DRAFT**

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Robert Chartier and resolved:

- to adopt draft Concordance By-law number 368-2020 amending the Urban Plan By-law number 271-2008;
- THAT a public consultation sitting on said draft by-law be held on Monday, March 30, 2020 at 7:30 p.m. in the Council chambers of the Town Hall located at 9 Town Hall Road in West Bolton.

Copies of the draft were made available to the public at the beginning of this sitting.

Adopted unanimously

**080-0320
TOWN PLANNING
BY-LAW NUMBER 349-2018 ON CONDITIONAL USES,
PARTICULARLY WITH RESPECT TO TOURIST RESIDENCES -
ADOPTION**

The Director general and secretary-treasurer explained the purpose of this by-law, its cost, its scope, its method of financing and the fact that there is no change between the second draft submitted and the by-law submitted for adoption.

WHEREAS a notice of motion of By-law Number 349-2018 concerning conditional uses, specifically with respect to tourist residences, was given on September 4, 2018, under minute 156-0918;

WHEREAS the draft by-law was tabled by the Mayor at the sitting of September 4, 2018;

WHEREAS the required number of signatures to initiate a registration procedure has not been attained;

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Denis Vaillancourt and resolved to adopt By-law No. 349-2018 concerning conditional uses, particularly with respect to tourist residences.

A copy of the by-law is attached to this resolution to form an integral part hereof.

Copies of these by-laws were made available to the public at the beginning of this sitting.

Adopted unanimously

081-0320
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Jean-Pierre Pouliot and resolved to approve the list of accounts and transfers dated February 3, 2020, in the amount of \$155,064.24, and to authorize the director general to settle these accounts.

Adopted unanimously

082-0320
ADMINISTRATION
HUMAN RESOURCES - CONTRACT - AMENDMENT
ROADWORKS SUPERVISOR AND ASSISTANT MUNICIPAL
INSPECTOR

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Robert Chartier and resolved to authorize the mayor and the director general to sign Addendum No. 2 to the employment contract of Mr. John Rhicard, Roadworks Supervisor and Assistant Municipal Inspector.

Adopted unanimously

083-0320
ADMINISTRATION
HUMAN RESOURCES - CONTRACT - AMENDMENT
TOWN PLANNING OFFICER AND MUNICIPAL INSPECTOR

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Jean-Pierre Pouliot and resolved to authorize the mayor and the director general to sign Addendum No. 2 to the employment

contract of Mr. Michael Ferland, Town Planning Officer and Municipal Inspector.

Adopted unanimously

**084-0320
ROADWORKS**

Nothing to discuss

**085-0320
ENVIRONMENT**

Nothing to discuss

**086-0320
PUBLIC SECURITY
DSSI 2019 ANNUAL REPORT - FIRE SAFETY COVER PLAN**

WHEREAS the revised Fire Safety Cover Plan of the Brome-Missisquoi RCM came into force on July 1, 2016;

WHEREAS each municipality must produce an annual report, as prescribed under Section 35 of the Fire Safety Act;

WHEREAS in order to facilitate the drafting and compilation of the implementation of the Fire Safety Cover Plan, an Excel file has been produced with 5 tabs, namely: Title page, Summary, PI (performance indicator), PMO (implementation plan) and Graph (performance indicator in graphic form);

WHEREAS the annual activity report for 2019, Year 3, has been produced by the Fire and Public Security Director of the Town of Brome for the municipality of West Bolton;

WHEREAS the municipality of West Bolton has read the annual activity report for 2019, Year 3;

IT WAS MOVED by Councillor Denis Vaillancourt, SECONDED by Councillor Jean-Pierre Pouliot and resolved that Council adopt the Annual Activity Report for 2019, Year 3, with respect to the revised Fire Safety Cover Plan and authorize its transmission to the Brome-Missisquoi RCM. The latter will consolidate all the annual reports of the municipalities of the Brome-Missisquoi RCM and transmit them to the *ministère de la Sécurité publique*.

Adopted unanimously

**087-0320
HEALTH AND WELL-BEING**

Nothing to discuss.

**088-0320
LEISURE AND CULTURE**

Nothing to discuss.

089-0320

VARIA

Nothing to discuss.

**090-0320
SECOND QUESTION PERIOD**

Council held a second question period during which those present could ask questions to its members.

Copies of the agenda were made available to the public at the beginning of this sitting.

**091-0320
END OF SITTING**

The agenda having been exhausted, IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Denis Vaillancourt and unanimously resolved to end the sitting at 9:27 p.m.

Jean-François Grandmont, OMA
Director general and Secretary-treasurer

Jacques Drolet
Mayor

Attestation

In accordance with Article 142 of the *Municipal Code*, the signature of these minutes by the mayor is equivalent to the signature by the mayor of all the resolutions it contains.