

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the Regular Council Sitting of the of the Municipality of West Bolton, held on Monday, July 6, 2020 at 7:30 p.m. by videoconference with live broadcast on Facebook.

Present:

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

The sitting was presided over by Denis Vaillancout, Acting Mayor.

Also present:

Jean-François Grandmont, Director general and Secretary-treasurer
Michael Ferland, Town planning officer and Municipal inspector

Absent:

Jacques Drolet, Mayor

MUNICIPALITY OF WEST BOLTON

AGENDA

- 1. CALL TO ORDER**
 - 2. ADOPTION OF THE AGENDA**
 - 3. COVID-19 - STATUS AND ESSENTIAL SERVICES**
 - 4. FIRST QUESTION PERIOD**
 - 5. APPROVAL OF MINUTES**
 - 6. CORRESPONDENCE**
 - 7. TOWN PLANNING**
 - 7.1. Inspector's Reports
 - 7.2. By-law number 364-2020 amending Permits and Certificates By-law number 267-2008 - Adoption
 - 7.3. *Commission de protection du territoire agricole du Québec* - Application for land disposition - 57, Mizener
 - 7.4. By-law number 366-2020 concerning the Code of ethics and professional conduct for members of the Planning Advisory Committee of the municipality of West Bolton - Adoption
 - 7.5. Written consultation
 - 8. ADMINISTRATION**
 - 8.1. Approval of accounts and transfers
 - 8.2. Human Resources - Accounting Clerk - Contract
 - 8.3. Grocery Delivery Project
 - 8.4. Destruction of documents
 - 8.5. By-law number 370-2020 regarding the rate of transfer tax applicable to transfers of immovables with a tax base exceeding \$500,000
 - 9. ROADWORKS**
 - 9.1. Foster Road - Provisional Acceptance
 - 9.2. Mount Foster - Work - Monitoring
 - 10. ENVIRONMENT**
 - 11. PUBLIC SECURITY**
 - 12. HEALTH AND WELFARE**
 - 13. LEISURE AND CULTURE**
 - 14. VARIA**
 - 15. SECOND QUESTION PERIOD**
 - 16. END OF SITTING**
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158-0720
CALL TO ORDER

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

The acting mayor addressed the participants.

159-0720
ADOPTION OF THE AGENDA

IT WAS MOVED by Councillor Robert Chartier, SECONDED by Councillor Jean-Pierre Pouliot and resolved to adopt the agenda presented while keeping the Varia open and removing the following items

- 9.1 Foster Road - Provisional Acceptance
- 9.2 Mount Foster - Work - Monitoring

Adopted unanimously

160-0720
COVID-19 - STATUS AND ESSENTIAL SERVICES

Due to the ongoing COVID-19 pandemic :

- The order-taking and grocery delivery service is still in place;
- Important government information from our MPs is always condensed and published in the municipal newsletter ;
- Town Hall is open by appointment.

161-0720
FIRST QUESTION PERIOD

Council held an first question period.

162-0720
APPROVAL OF MINUTES

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Gilles Asselin and resolved to approve the minutes of June 1 and the English versions of the minutes of March 9 and 18, April 6, and May 2 and 5, 2020, and to adding, in the French version of the minutes of March 18, 2020, the words "Adopted unanimously" at the end of Resolution 093-0320.

Adopted unanimously

163-0720
CORRESPONDENCE

Nothing to discuss.

164-0720

**TOWN PLANNING
INSPECTOR'S REPORTS - PERMITS AND CERTIFICATES**

Mr. Michael Ferland presented new inspector's reports for the months of May and June 2020.

**165-0720
TOWN PLANNING
BY-LAW NUMBER 364-2020 AMENDING PERMITS AND
CERTIFICATES BY-LAW NUMBER 267-2008 - ADOPTION**

The Director general and secretary-treasurer explained the purpose of this by-law and the changes between the draft submitted and the by-law tabled for adoption.

WHEREAS a Notice of Motion of By-law Number 364-2020 amending Permits and Certificates By-law Number 267-2008 was given on March 9, 2020, under minute 072-0320;

WHEREAS the draft by-law was presented by the Mayor at the sitting of March 9, 2020;

IT WAS MOVED by Councillor Jean-Pierre Pouliot, SECONDED by Councillor Loren Allen and resolved to adopt By-law No. 364-2020 amending Permits and Certificates By-law No. 267-2008.

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

Copies of this by-law were made available to the public before the start of this sitting.

Adopted unanimously

**166-0720
TOWN PLANNING
COMMISSION DE PROTECTION DU TERRITOIRE AGRICOLE DU
QUÉBEC - APPLICATION FOR LAND DISPOSITION - 57, MIZENER**

The town planning officer and municipal inspector explained the project.

Whereas the disposition project presented does not contravene municipal by-laws and will not have a negative impact on agriculture as per the criteria set out in section 62 of the *Act respecting the preservation of agricultural land and agricultural activities* (R.S.Q., c. P-41.1);

IT WAS MOVED by Loren Allen, SECONDED by Gilles Asselin and resolved to recommend to the *Commission de protection du territoire agricole du Québec* the acceptance of the request for disposition of lot 5 193 392 of the Quebec cadastre, noting that this lot could become enclaved.

Adopted unanimously

TOWN PLANNING
BY-LAW NO. 366-2020 CONCERNING THE CODE OF ETHICS AND
PROFESSIONAL CONDUCT OF MEMBERS OF THE PLANNING
ADVISORY COMMITTEE OF THE MUNICIPALITY OF WEST BOLTON -
ADOPTION

The Director general and secretary-treasurer explained the purpose of this by-law and the changes between the draft submitted and the by-law tabled for adoption.

WHEREAS a Notice of Motion of By-law Number 366-2020 concerning the Code of Ethics and Professional Conduct for the members of the Planning Advisory Committee of the Municipality of West Bolton was given on March 9, 2020 under minute 075-0320;

WHEREAS the draft by-law was presented by the mayor at the sitting of March 9, 2020

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Jean-Pierre Pouliot and resolved to adopt By-law No. 366-2020 concerning the Code of Ethics and Professional Conduct for the members of the Planning Advisory Committee of the Municipality of West Bolton.

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

Copies of this by-law were made available to the public before the start of this sitting.

Adopted unanimously

168-0720
ADMINISTRATION
WRITTEN CONSULTATION

WHEREAS no public sitting required by a legislative or regulatory provision applicable to a municipality or metropolitan community may be held;

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Cedric Briggs and resolved to replace the public sitting normally provided for by law with a 15-day written consultation announced beforehand by public notice for the following projects:

- By-law number 365-2020 amending By-law number 359-2019 respecting site layout and architectural integration plans;
- Concordance By-law number 367-2020 amending Zoning By-law number 264-2008 in order to comply with the revised development plan second replacement;
- Concordance By-law number 368-2020 amending the Town Plan by-law number 271-2008 in order to comply with the revised development plan second replacement;
- Concordance By-law number 369-2020 amending By-law number 359-2019 respecting site layout and architectural integration plans in order to comply with the revised development plan second replacement.

Adopted unanimously

**ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS**

IT WAS MOVED by Councillor Jean-Pierre Pouliot, SECONDED by Councillor Loren Allen and resolved to approve the list of accounts and transfers dated July 2, 2020, in the amount of \$165,919.23, and to authorize the Director general to settle these accounts.

Adopted unanimously

**170-0720
ADMINISTRATION
HUMAN RESOURCES
HUMAN RESOURCES - BOOKKEEPER - CONTRACT**

IT WAS MOVED by Councillor Robert Chartier, SECONDED by Councillor Gilles Asselin and resolved :

- to ratify the hiring of Ms. Marie-Claude Savaria as accounting clerk under the terms of a 3-month employment contract commencing June 25, 2020;
- that the mayor and the director general be authorized to sign any document to this effect.

Adopted unanimously

**171-0720
ADMINISTRATION
GROCERY DELIVERY PROJECT**

WHEREAS the municipality of West Bolton wants to ensure the well-being of its citizens;

WHEREAS the municipality is going to have a family policy;

WHEREAS the municipality is going to adopt the policy regarding MADA;

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Robert Chartier and resolved :

- to make deliveries of grocery orders permanent and free for West Bolton citizens;
- that volunteers be reimburse \$8.00 per order as a travel expense;
- that the operating procedures remain the same, except that people will no longer receive order sheets in the mail.

Adopted unanimously

**172-0720
ADMINISTRATION
DESTRUCTION OF DOCUMENTS**

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Cedric Briggs and resolved to approve the destruction of the documents presented on the list attached to the present resolution, prepared by Mrs. Madelyn Marcoux, in accordance with the retention schedule presently in force.

Adopted unanimously

173-0720
ADMINISTRATION
DRAFT BY-LAW NUMBER 370-2020 REGARDING THE RATE OF
TRANSFER TAX APPLICABLE TO TRANSFERS OF
IMMOVABLES WITH A TAX BASE EXCEEDING \$500,000 -
NOTICE OF MOTION AND TABLING OF DRAFT

NOTICE OF MOTION is hereby given by Acting Mayor, Denis Vaillancourt, that at a future sitting of Council, By-law Number 370-2020 regarding the rate of transfer tax applicable to transfers of immovables with a tax base exceeding \$500,000 will be presented for adoption.

A copy of draft by-law number 370-2020 regarding the rate of transfer tax applicable to transfers of immovables with a tax base exceeding \$500,000 was tabled virtually by the acting mayor and is attached herewith.

Copies of the draft by-law were made available to the public prior to the start of this sitting.

174-0720
ROADWAYS

Nothing to discuss.

175-0720
ENVIRONMENT

Nothing to discuss.

176-0720
PUBLIC SECURITY

Nothing to discuss.

177-0720
HEALTH AND WELFARE

Nothing to discuss.

178-0720
LEISURE AND CULTURE

Nothing to discuss.

179-0720
VARIA

180-0720
SECOND QUESTION PERIOD

Council held a second question period during which those attending the live broadcast could ask questions to its members.

Copies of the agenda were made available electronically to the public before the start of the sitting.

181-0720
END OF SITTING

The agenda having been exhausted, IT WAS MOVED by Councillor Robert Chartier, SECONDED by Councillor Cedric Briggs and unanimously resolved to end the sitting at 8:14 p.m.

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

Denis Vaillancourt
Deputy Mayor

Attestation

The signature of these minutes by the mayor is equivalent to the signature by the mayor of all the resolutions it contains as per Section 142 of the Municipal Code.