

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, November 2, 2020 at 7:30 p.m. by videoconference with live streaming on Facebook.

The following were 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 Jacques Drolet, Mayor.

Also present:

Jean-François Grandmont, Director General and Secretary-Treasurer
Maike Storks, Deputy Director General and Deputy Secretary-Treasurer
Michael Ferland, Planning Officer and Municipal Inspector

Absent:

Denis Vaillancourt, Councillor n° 4

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. TABLING OF THE FINANCIAL REPORT AND THE EXTERNAL AUDITOR'S REPORT FOR THE 2019 FISCAL YEAR**
- 4. FIRST QUESTION PERIOD**
- 5. APPROVAL OF MINUTES**
- 6. CORRESPONDENCE**
- 7. TOWN PLANNING**
 - 7.1. Planning Advisory Committee - Appointments
 - 7.2. Conditional use request #2020-09-0015 - 127 Glen Road
 - 7.3. Request for conditional use #2020-09-0016 - 63 Fuller Road
 - 7.4. Minor Variance Request #2020-09-0018 - 44 Bailey Road
 - 7.5. Minor Variance Request
 - 7.6. #2020-09-0017 - 8 Glenview Road
 - 7.7. By-law Number 372-2020 amending Zoning By-law Number 264-2008 - Notice of Motion and Tabling of the Project
 - 7.8. By-law Number 372-2020 amending Zoning By-law Number 264-2008 - Adoption of first draft
- 8. ADMINISTRATION**
 - 8.1. Approval of accounts and transfers
 - 8.2. Report of authorized expenditures
 - 8.3. Comparative accounts
 - 8.4. Declarations of pecuniary interest
 - 8.5. Destruction of documents
 - 8.6. Human Resources - Intern - Extension
 - 8.7. Mayor's report
- 9. ROADWORKS**
 - 9.1. Cousens Road - Temporary Turning Circle - Agreement
- 10. ENVIRONMENT**
 - 10.1. Brown bins - Composting statistics
 - 10.2. Brown bins - Non-conformity
- 11. PUBLIC SAFETY**
 - 11.1. Summit Road dry hydrant - Snow Removal - Contract
- 12. HEALTH AND WELLNESS**
- 13. LEISURE AND CULTURE**
- 14. VARIA**
- 15. SECOND QUESTION PERIOD**
- 16. END OF SITTING**

268-1120
CALL TO ORDER

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

269-1120
ADOPTION OF THE AGENDA

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Jean-Pierre Pouliot and resolved to adopt the agenda presented while keeping the Varia open.

Adopted unanimously

270-1120
**TABLING OF THE FINANCIAL REPORT AND THE EXTERNAL
AUDITOR'S REPORT FOR THE 2019 FISCAL YEAR**

Mr. Félix Vachon, accompanied by Mr. Bruno Chrétien of Raymond Chabot Grant Thornton, presented the reports to those present. The director general and secretary-treasurer tabled the financial report 2019 including the external auditor's reports for the 2019 fiscal year. Copies of the summary of financial information were made available to the public on the Municipality's website.

Mr. Bruno Chrétien and Mr. Félix Vachon departed at 7:45 pm.

271-1120
FIRST QUESTION PERIOD

Council held a first question period.

272-1120
APPROVAL OF MINUTES

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Loren Allen and resolved to approve the minutes of October 5 and 21, 2020.

Adopted unanimously

273-1120
CORRESPONDENCE

Nothing to discuss.

274-1120
**TOWN PLANNING
PLANNING ADVISORY COMMITTEE - APPOINTMENT**

WHEREAS there are 2 positions to be renewed on the Planning Advisory Committee;

WHEREAS these positions are renewable if the member so desires;

IT WAS MOVED by Councillor Jean-Pierre Pouliot, SECONDED by Councillor Cedric Briggs and resolved :

- to appoint Mr. Gilles Asselin (Seat 1) to fill the seat reserved for a councillor for a period of one (1) year;
- to renew the mandate of Mrs. Christine Chaput (seat 7), for a period of two (2) years.

Adopted unanimously

275-1120
TOWN PLANNING
REQUEST FOR CONDITIONAL USE #2020-09-0015 - TOURIST
RESIDENCE COMPONENT - 127, CHEMIN DE GLEN

Mr. Michael Ferland, Planning Officer and Municipal Inspector, presented the application.

Nature and effects of request #2020-09-0015 :

The purpose of the request for conditional use is to permit the operation of a tourist residence for the purpose of short-term rental based on the objectives and criteria identified in By-law Number 349-2018 Respecting Conditional Uses particularly for Tourist Residences.

Identification of the site concerned :

The site covered by this request is located at 127 Glen Road in West Bolton, on Lot 5 192 904 of the Quebec cadastre (roll number: 8908-74-3992) and located in Zone RES-2.

A written consultation was held to allow any interested party to be heard on this request. The comments received were forwarded to members of Council.

275-1120
TOWN PLANNING
REQUEST FOR CONDITIONAL USE #2020-09-0015 - TOURIST
RESIDENCE COMPONENT - 127, CHEMIN DE GLEN

CONSIDERING the request from Arnaud Leverdier to allow the operation of the residence at 127, chemin de Glen as a tourist residence;

WHEREAS the requested use is not authorized under Zoning By-law Number 264-2008;

WHEREAS the Planning Advisory Committee, by its resolution number 1020-028, recommends to Council to approve this request conditional on the Brome Lake Fire Department report citing no non-compliance and the liability insurance policy providing for the use of the residence as a tourist residence;

WHEREAS this application is complete and meets the requirements of By-law Number 349-2018 Respecting Conditional Uses including Tourist Residences;

AND WHEREAS this by-law permits the revocation of a conditional use in the event of non-compliance;

AND WHEREAS a public notice has been given and a sign has been placed in a conspicuous place on the site of the application, all in accordance with Section 145.33 of the *Act respecting landuse planning and development*;

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Loren Allen and resolved :

- to authorize the request for conditional use #2020-09-0015 and allow the operation of a tourist residence at 127, chemin de Glen, in order to carry out short-term rentals, according to the objectives and criteria identified in By-law Number 349-2018 concerning conditional uses, particularly for tourist residences, on lot number 5 192 904 of the Quebec cadastre (roll number: 8908-74-3992) and located in zone RES-2;
- that this authorization be conditional as follows:
 - o the sorting and deposit of residual materials in the bins must be done only by the owner or his authorized representative, in accordance with the by-laws;
 - o provide proof of insurance coverage for short-term rentals;
 - o noise levels must comply with local by-laws and be supervised by the owner.

Adopted unanimously

276-1120
TOWN PLANNING
REQUEST FOR CONDITIONAL USE #2020-09-0016- TOURIST
RESIDENCE COMPONENT - 63 FULLER ROAD

Mr. Michael Ferland, Planning Officer and Municipal Inspector, presented the request.

Nature and effects of request #2020-09-0016 :

The purpose of the request for conditional use is to permit the operation of a tourist residence for the purpose of short-term rental based on the objectives and criteria identified in By-law Number 349-2018 Respecting Conditional Uses particularly for Tourist Residences.

Identification of the site concerned:

The site covered by this application is located at 63, chemin Fuller in West Bolton, on lot number 5 192 322 of the Quebec cadastre (roll number: 8504-69-4431) and located in zone RF-5.

A written consultation was held to allow any interested party to be heard on this request. The comments received were forwarded to members of Council.

276-1120
TOWN PLANNING
REQUEST FOR CONDITIONAL USE #2020-09-0016- TOURIST
RESIDENCE COMPONENT - 63 FULLER ROAD

WHEREAS the request from Martin Spiecker, applicant, to allow the operation of the residence at 63 Fuller Road as a tourist residence;

WHEREAS the requested use is not authorized under Zoning By-law Number 264-2008;

WHEREAS the Planning Advisory Committee, by its resolution number 1020-027, recommends that Council approve this request conditional on the Brome Lake Fire Department report citing no non-compliance and the liability insurance policy providing for the use of the residence as a tourist residence;

WHEREAS this application is complete and meets the requirements of By-law Number 349-2018 respecting Conditional Uses including Tourist Residences;

AND WHEREAS this by-law permits the revocation of a conditional use in the event of non-compliance;

AND WHEREAS a public notice has been given and a sign has been placed in a conspicuous place on the site of the application, all in accordance with Section 145.33 of the Community Planning Act;

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Jean-Pierre Pouliot and resolved:

- to authorize the request for conditional use #2020-09-0016 and allow the operation of a tourist residence at 63, chemin Fuller, in order to carry out short-term rentals, according to the objectives and criteria identified in By-law Number 349-2018 concerning conditional uses, particularly for tourist residences, on lot number 5 192 322 of the Quebec cadastre (roll number: 8504-69-4431) and located in zone RF-5;
- that this authorization be conditional on the following:
 - o the sorting and deposit of residual materials in the bins must be done only by the owner or his authorized representative, in accordance with the regulations;
 - o the provision of proof of insurance coverage for short-term rentals;
 - o obtain written confirmation from the Fire Department that all recommendations have been met;
 - o the noise level must comply with local by-laws and be supervised by the owner.

Adopted unanimously

**277-1120
TOWN PLANNING
REQUEST FOR MINOR EXEMPTION #2020-09-0018
44 BAILEY ROAD**

Mr. Gilles Asselin declared his interest and did not participate in the adoption of this resolution.

The Mayor and Mr. Michael Ferland, Planning Officer and Municipal Inspector, presented the request.

Nature and effects of request #2020-09-0018 :

Authorize a surface area for the existing detached garage corresponding to 87% of the surface area of the detached residence in order to add a second floor and develop living space (dwelling). The standard identified by Article 6.1.1.4, paragraph 6 of Zoning By-law Number 264-2008 is that the footprint of the detached garage may not exceed 75% of the footprint of the residence in order to create a living space.

Identification of the site concerned :

The site covered by this request is located at 44, chemin Bailey in West Bolton, on Lot 5 192 483 of the Quebec cadastre (roll number: 8610-11-8666) and is situated in zone RF-7.

A written consultation was held to allow any interested party to be heard on this request. The comments received were forwarded to members of Council.

**277-1120
TOWN PLANNING
REQUEST FOR MINOR EXEMPTION #2020-09-0018
44 BAILEY ROAD**

Mr. Gilles Asselin declared his interest and did not participate in the adoption of this resolution.

WHEREAS pursuant to Sections 145.1 and following of the Land Use Planning and Development Act, the request complies with the objectives of the Master Plan, and does not affect neighbouring property owners' enjoyment of their right to property;

WHEREAS the Planning Advisory Committee recommends to Council, by resolution number 1020-030, to approve this request;

IT WAS MOVED by Councillor Robert Chartier, SECONDED by Councillor Jean-Pierre Pouliot and resolved to approve the request for minor exemption #2020-09-0018 for the benefit of lot 5 192 483 of the Quebec cadastre (roll number: 8610-11-8666) located at 44, chemin Bailey, and to authorize the construction of an existing detached garage corresponding to 87% of the footprint of the detached residence, in order to add a second floor and to develop a living space (dwelling). The standard identified by Section 6.1.1.4, paragraph 6 of Zoning By-law Number 264-2008 is that the footprint of the detached garage shall not exceed 75% of the footprint of the residence for the purpose of creating a living space.

Adopted unanimously

**278-1120
TOWN PLANNING
REQUEST FOR MINOR EXEMPTION #2020-09-0017
8 GLENVIEW ROAD**

Mr. Michael Ferland, Planning Officer and Municipal Inspector, presented the request.

Nature and effects of request #2020-09-0017 :

Allow the reduction of the frontage at Glenview Road caused by the amalgamation of lots 5,192,945 and 5,192,946. The requested reduction is 18.35 metres whereas the standard identified by Section 4.1.1 of Subdivision By-law Number 265-2008 is 90 metres.

Identification of the site concerned :

The site covered by this request is located at 8 Glenview Road in West Bolton, located on lots 5 192 945 and 5 192 946 of the Quebec cadastre (roll number: 8909-56-1150) and situated in zones RF-3 and RES-1.

A written consultation was held to allow any interested party to be heard on this request. The comments received were forwarded to members of Council.

**278-1120
TOWN PLANNING
REQUEST FOR MINOR EXEMPTION #2020-09-0017
8 GLENVIEW ROAD**

WHEREAS pursuant to Sections 145.1 and following of the Land Use Planning and Development Act, the request complies with the objectives of the Master Plan, and does not affect neighbouring property owners' enjoyment of their right to property ;

WHEREAS the Planning Advisory Committee recommends to City Council, by resolution number 1020-029, to approve this request;

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Cedric Briggs and resolved to approve the request for minor exemption #2020-09-0017 for the benefit of lots 5 192 945 and 5 192 946 of the Quebec cadastre (roll number: 8909-56-1150) located at 8, chemin Glenview and to allow the reduction of the frontage on chemin Glenview caused by the merging of lots 5 192 945 and 5 192 946. The requested reduction is 18.35 metres whereas the standard identified by Section 4.1.1 of Subdivision By-law Number 265-2008 is 90 metres.

Adopted unanimously

**279-1120
TOWN PLANNING
FIRST DRAFT BY-LAW NUMBER 372-2020 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, By-law Number 372-2020 amending Zoning By-law Number 264-2008 will be presented for adoption.

A copy of the first draft of By-law Number 372-2020 amending Zoning By-law Number 264-2008 was notionally introduced by the Mayor at the sitting and is annexed to this Notice.

Copies of the draft by-law were made available to the public on the Municipality's website.

**280-1120
TOWN PLANNING
FIRST DRAFT BY-LAW NUMBER 372-2020 AMENDING ZONING BY-LAW NUMBER 264-2008 - ADOPTION OF THE FIRST DRAFT**

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Jean-Pierre Pouliot and resolved:

- to pass the first draft of By-law Number 372-2020 amending Zoning By-law Number 264-2008 regarding certain categories of usage;
- to replace the public sitting normally provided for by the Act with a 15-day written consultation announced in advance by public notice, in accordance with Order number 2020-033 of the Minister of Health and Social Services dated May 7, 2020.

Copies of the draft were made available to the public on the Municipality's website.

Adopted unanimously

**281-1120
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS**

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Loren Allen and resolved to approve the list of accounts and transfers dated October 29, 2020, for November 2, 2020, in the amount of \$72,807.92, and to authorize the director general to settle the accounts.

Adopted unanimously

**282-1120
ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES**

The director general filed the report of authorized expenditures.

**283-1120
ADMINISTRATION
COMPARATIVE STATEMENTS**

The director general filed the comparative statement of revenues and expenses for the period ending September 30, 2020, and the projected statement of revenues and expenses for the current fiscal year, dated November 2, 2020.

Copies of the summary of the comparative statements were made available to the public on the Municipality's website.

**284-1120
ADMINISTRATION
DECLARATIONS OF PECUNIARY INTEREST**

Councillors Jacques Drolet, Jean-Pierre Pouliot, Loren Allen and Gilles Asselin filed their declarations of pecuniary interest with Council.

**285-1120
ADMINISTRATION
DESTRUCTION OF DOCUMENTS**

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Jean-Pierre Pouliot and resolved to authorize the destruction of the documents mentioned in the list attached to this resolution.

Adopted unanimously

**286-1120
ADMINISTRATION
HUMAN RESOURCES**

TRAINEE - EXTENSION

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Gilles Asselin and resolved:

- to extend the hiring of Mr. Antoine Bourbonnais, on a part-time basis and based on the needs of the municipality, until December 31.
- That the mayor and the director general be authorized to sign any document to that effect.

Adopted unanimously

287-1120 ADMINISTRATION MAYOR'S REPORT

The Mayor reported on the highlights of the financial report and the external auditor's report for the year 2019.

IT WAS MOVED by Councillor Robert Chartier, SECONDED by Councillor Jean-Pierre Pouliot and resolved that the Mayor's report on the highlights of the financial report and the external auditor's report for the year 2019 be published on the Municipality's website.

Adopted unanimously

288-1120 ROADWORKS CHEMIN COUSENS - TEMPORARY TURNING CIRCLE - AGREEMENT

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Loren Allen and resolved to authorize the mayor and the director general to negotiate and sign any agreement, free of charge, for and on behalf of the Municipality, for the addition of a turning circle at the end of Cousens Road.

Adopted unanimously

289-1120 ENVIRONMENT BROWN BINS - COMPOSTING STATISTICS

Composting statistics were presented.

The mayor invited citizens to pay attention to the sorting of residual materials by respecting the rating provided for the three types of bins. Good recycling and composting practices could help the municipality obtain subsidies from RecycQuébec.

290-1120 ENVIRONMENT BROWN BINS - NON-COMPLIANCE

A non-compliance report was submitted.

291-1120
PUBLIC SECURITY
CHEMIN SUMMIT DRY HYDRANT - SNOW REMOVAL -
CONTRACT

IT WAS MOVED by Councillor Jean-Pierre Pouliot, SECONDED by Councillor Loren Allen and resolved :

- to accept the proposal of Mr. Alain Clair in the amount of \$375 for snow removal around the dry hydrant on Summit Road for the 2020-2021 winter season;
- to finance this expense from the general account of the municipality (current budget).

The mayor specified that responsibilities for the dry hydrant are shared between the municipalities of West Bolton and St-Étienne-de-Bolton. The municipality of St-Étienne-de-Bolton performs the annual inspection of the dry hydrant while West Bolton provides snow removal.

Adopted unanimously

292-1120
HEALTH AND WELLNESS

Nothing to discuss.

293-1120
LEISURE AND CULTURE

Nothing to discuss.

294-1120

VARIA

Nothing to discuss.

295-1120
SECOND QUESTION PERIOD

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

Copies of the agenda were made available electronically to the public prior to the start of the session.

296-1120
END OF SITTING

The agenda having been exhausted, IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Loren Allen and unanimously resolved to end the sitting at 8:45 p.m.

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

Jacques Drolet
Mayor

Attestation

The mayor's signature of these minutes shall be equivalent to the mayor's signature of all resolutions contained herein within the meaning of Section 142 of the Municipal Code.

Bonsoir et bienvenue à tous à votre assemblée du Conseil pour le mois de novembre.
Good evening to all and welcome to the November sitting of your Council.

Vous me permettrez ce soir de déroger quelque peu à mes habitudes, puisque la dernière semaine fut passablement émotive. Suite à l'assassinat du professeur à Paris, aux attentats de Nice et Lyon et le terrible drame survenu en fin de semaine à Québec, lequel a fait deux morts et cinq blessés, nous fait réfléchir sur la santé mentale de plusieurs personnes. Encore cet après-midi, un attentat meurtrier a eu lieu à Vienne en Autriche. Au nom de tous les élus, des membres de l'administration et en votre nom, j'offre nos plus sincères condoléances à toutes les familles éprouvées. Les derniers jours de la campagne électorale américaine nous font également penser que les prochains mois ne seront de tout repos.

Au cours des dernières semaines, ici même à Bolton-Ouest, j'ai remarqué une recrudescence du phénomène du "moi, moi seul et seulement moi", au détriment du "NOUS" inclusif et communautaire. Cet état d'esprit ne reflète en rien notre communauté.

Est-ce un effet du confinement dû à la pandémie? Que ce soit le cas ou non, l'on remarque partout à travers le monde, que la santé mentale de beaucoup de gens semble affectée. Nous devons tous, collectivement, nous préoccuper de ce problème grandissant. Si vous connaissez quelqu'un qui pourrait être affecté, je vous rappelle que le CIUSS de Sherbrooke, a mis en place un service spécialisé pour venir en aide à ces personnes. Il suffit de composer le 811 option 2 et un professionnel sera disponible pour aider la personne dans sa détresse. N'hésitez donc pas à véhiculer cette importante information.

Tonight, I will change my habits a little bit, since last week has been quite difficult for our emotions. Following the murder of a teacher in Paris, the attacks in Nice and Lyon, as well as the terrible event of last weekend in Quebec City, when two people were killed and five seriously wounded, make us wonder of the mental health of many people worldwide. Again this afternoon, we learnt of another shooting in Vienna Austria. On behalf of all elected members, the administrative staff and in your names, I wish to offer our sincere condolences to the victim families. The last few days of the American electoral campaign, make us question the peacefulness of future months. Over the last few weeks, I also notice, right here in West Bolton, a substantial increase of the "me, myself and I" phenomena, to the detriment of the more inclusive and community oriented "WE".

Is this related to the confinement of the Covid-19 pandemic? Should this be the case or not, we notice and question the mental health of people worldwide affected to some extent. This growing problem should preoccupy us all. Should you know people that appear to develop some mental problem, please be reminded that the CIUSS in Sherbrooke, put in place a specialized service to help these people. They only have to dial 811 option 2 and a professional will help them to recover. Do not hesitate to relay this information.

La pandémie effectue une remontée importante dans l'ensemble du Québec, mais dans une moindre mesure en Estrie. Néanmoins, continuons de nous protéger et de protéger les autres, en appliquant les mesures simples de distanciation sociale, garder un espace de deux mètres, se laver les mains régulièrement, porter un couvre visage et éviter les regroupements, inclus ceux de notre famille.

The Covid 19 pandemic is again growing in Quebec, although to a lesser measure in Eastern Townships. However, we need to continue to protect ourselves and our loved ones, by simply follow the simple rules of social distancing, keeping a two meters distance between people, washing our hands regularly, wearing a face-covering device and to avoid any regrouping, including those of our families.

Jacques Drolet
Maire/Mayor

**CANADA
PROVINCE OF QUEBEC
BROME-MISSISQUOI RCM
MUNICIPALITY OF WEST BOLTON**

**FIRST DRAFT
BY-LAW NUMBER 372-2020
AMENDING ZONING BY-LAW NUMBER 264-2008 REGARDING CERTAIN CATEGORIES OF
USAGE**

- WHEREAS the Zoning by-law number 264-2008 and its amendments is in force;
- WHEREAS the Municipal Council may adopt a by-law on zoning under the *Act respecting land use planning and development*;
- WHEREAS this by-law does contain provisions that may be approved by way of referendum;
- WHEREAS a notice of motion was given on November 2, 2020 and the draft by-law has been tabled;

COUNCIL DECREES AS FOLLOWS:

Article 1:

The text from subparagraph a) *Vente au détail de biens de consommation (C1-1)* of the first paragraph from article 2.1.3.1 « *Établissement commercial de détail* », from the Zoning by-law number 264-2008 is replaced as follows:

“Small retail establishments or consumer goods rental such as: Convenient store, grocery store, butchery, bakery, florist, smoke shop, garden centre, interior public market, home-grown product, book store, fashion store, shoe shop, small items store, drugstore, furniture and household appliances and other similar establishments.”

Article 2:

At article 2.1.3.1 “*Établissement commercial de détail*”, subparagraph b) *Vente au détail de biens d’équipements (C1-2)*, is repealed.

Article 3 :

This by-law enters into force in accordance with the law.

Adopted in West Bolton, on _____ 2020.

Jacques Drolet, Mayor

Jean-François Grandmont, Director general and Secretary-treasurer

PROJET