

CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF WEST BOLTON

Minutes of the regular sitting of the Council of the Municipality of West Bolton, held on Monday, December 21, 2020 at 8:45 p.m. by videoconference with interactive Zoom webcast.

The following were 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 were :

Jean-François Grandmont, Director general and Secretary-treasurer  
Maike Storks, Deputy Director general and Deputy Secretary-treasurer  
Michael Ferland, Town planner and Municipal inspector

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1. **CALL TO ORDER**
  2. **ADOPTION OF THE AGENDA**
  3. **FIRST QUESTION PERIOD**
  4. **CORRESPONDENCE**
  5. **TOWN PLANNING**
  6. **ADMINISTRATION**
    - 6.1. Approval of accounts and transfers
    - 6.2. 2021 schedule of Council sittings
    - 6.3. Public register of statements by council members
    - 6.4. By-law number 374-2021 establishing taxation and rates for the year 2021 - Notice of motion and tabling of draft
    - 6.5. Canada Summer Jobs 2021
  7. **ROADWORKS**
    - 7.1. MTQ - Chemin Foster - Confirmation of completion of work
    - 7.2. MTQ - Local Road Assistance Program - Local Road Infrastructure Rehabilitation Component
  8. **ENVIRONMENT**
    - 8.1. Residual Waste Collection - City Calendar
  9. **PUBLIC SAFETY**
  10. **HEALTH AND WELLNESS**
    - 10.1. Family policy - Mandate given to an administrative officer
    - 10.2. Family policy - Creation and implementation of a steering committee
    - 10.3. MADA - Mandate given to an administrative manager
    - 10.4. MADA - Creation and implementation of a steering committee
  11. **LEISURE AND CULTURE**
  12. **VARIA**
  13. **SECOND QUESTION PERIOD**
  14. **END OF SITTING**

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335-1220  
CALL TO ORDER

With the members forming present a quorum, the sitting was called to order by the Mayor at 8:45 p.m.

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**336-1220**  
**ADOPTION OF THE AGENDA**

IT WAS MOVED by Councillor Cedric Briggs, SECONDED by Councillor Loren Allen and resolved to adopt the agenda presented, while keeping the Varia open and adding the following item:

7.3 MTQ - Local Roads Assistance Program - Sub-component - Specific Improvement Projects by Electoral District

Adopted unanimously

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**337-1220.**  
**FIRST QUESTION PERIOD**

Council held a first question period.

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**338-1220**  
**CORRESPONDENCE**

- A letter from Mrs Michelle Chartrand dated December 20, 2020;
- A letter from Mr. Jean-Marc Delacoste received on December 20, 2020.

A copy of the correspondence received has been forwarded to the members of the council.

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**339-1220**  
**TOWN PLANNING**

Nothing to discuss.

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**340-1220**  
**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 as of December 17, 2020, in the amount of \$31,080.32, and to authorize the director general to settle the accounts.

Adopted unanimously

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**341-1220**  
**ADMINISTRATION**  
**2021 SCHEDULE OF COUNCIL SITTINGS**

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Denis Vaillancourt and resolved that Council adopt the following calendar of Council sittings for 2021:

Monday, January 18<sup>th</sup> at 7:30 pm  
Monday, February 8<sup>th</sup> at 7:30 pm  
Monday, March 8<sup>th</sup> at 7:30 pm  
Monday, April 12<sup>th</sup> at 7:30 pm  
Monday, May 3<sup>rd</sup> at 7:30 pm  
Monday June 7<sup>th</sup> at 7:30 pm  
Monday, July 5<sup>th</sup> at 7:30 pm  
Monday, August 16<sup>th</sup> at 7:30 pm

Monday, September 13<sup>th</sup> at 7:30 pm  
Monday, October 4<sup>th</sup> at 7:30 pm  
Monday, November 15<sup>th</sup> at 7:30 pm  
Monday, December 6<sup>th</sup> at 7:30 pm  
Monday, December 20<sup>th</sup> at 7:30 pm

That public notice be given to this effect and that these dates be placed on the municipal calendar for the 2021.

Adopted unanimously

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**342-1220  
ADMINISTRATION  
PUBLIC REGISTER OF STATEMENTS  
OF COUNCIL MEMBERS**

The director general filed an extract from the public register of statements of members of Council in accordance with the Municipal Ethics and Good Conduct Act. The register contained no entries.

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**343-1220  
ADMINISTRATION  
BY-LAW NUMBER 374-2021 ESTABLISHING TAXATION AND RATES  
FOR THE YEAR 2021 - NOTICE OF MOTION AND TBLING OF DRAFT**

NOTICE OF MOTION is hereby given by Mayor Jacques Drolet, that at a future sitting of Council, By-law Number 374-2021 establishing Taxation and rates for the year 2021 will be presented for adoption.

In order to comply with the requirements set out in Section 445 of the Municipal Code (RLRQ, c. C-27.1), a copy of Draft By-law Number 374-2021 establishing Taxation and rates for the year 2021 was tabled virtually by the mayor at the sitting and is appended to this notice.

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

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**344-1220  
ADMINISTRATION  
CANADA SUMMER JOBS 2021**

IT WAS MOVED by Loren Allen, SECONDED by Cedric Briggs and resolved to authorize the director general or deputy director general to submit an application under the Canada Summer Jobs program for the hiring of a student during the summer period and to sign any document to this effect.

Adopted unanimously

**345-1220**  
**ROADWORKS**  
**MTQ - FOSTER ROAD - CONFIRMATION OF COMPLETION**

IT WAS MOVED by Gilles Asselin, SECONDED by Loren Allen and resolved to confirm to the *Ministère des Transports du Québec* that rehabilitation work on Foster Road has been completed in accordance with the AIRRL-2017-418 financial assistance program and to authorize the director general or deputy director general to sign and transmit any document to this effect.

Adopted unanimously

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**346-1220**  
**ROADWORKS**  
**MTQ - LOCAL ROAD ASSISTANCE PROGRAM - LOCAL ROAD  
INFRASTRUCTURE REHABILITATION COMPONENT**

IT WAS MOVED by Denis Vaillancourt, SECONDED by Gilles Asselin and resolved to confirm to the *Ministère des Transports du Québec* that the Municipality is still interested in proceeding with its request for financial assistance #RIRL-2019-659B and that it does not wish to modify it.

Adopted unanimously

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**347-1220**  
**ROADWORKS**  
**MTQ - LOCAL ROADS ASSISTANCE PROGRAM - SPECIFIC  
IMPROVEMENT PROJECTS SUB-COMPONENT BY ELECTORAL  
DISTRICT**

WHEREAS the Municipality of West Bolton has taken cognizance of the terms and conditions of the application of the Specific Improvement Projects (PPA) component of the Local Road Assistance Program (PAVL) and undertakes to respect them;

WHEREAS the road network for which an application for financial assistance has been granted is under municipal jurisdiction and is eligible for the PAVL;

WHEREAS the work was carried out in the calendar year in which the Minister authorized the work;

WHEREAS the work performed or the related costs are eligible for the PAVL;

WHEREAS reporting form V-0321 has been duly completed;

WHEREAS the transmission of the project reports will be made no later than December 31, 2020 of the calendar year in which the minister has authorized them;

WHEREAS payment is conditional on the minister accepting accountability for the project;

WHEREAS, if the accounting is deemed to be adequate, the minister shall make a payment to the municipalities based on the list of works approved by the minister, but not exceeding the maximum amount of assistance as set out in the announcement letter;

WHEREAS other sources of funding for the work have been declared;

FOR THESE REASONS, IT WAS MOVED by Gilles Asselin, SECONDED by Cedric Briggs and resolved that the Council of the Municipality of West Bolton approve the expenses in the amount of \$41,881.87 plus taxes (excluding professional fees) relating to the improvement work to be carried out and the eligible inherent costs mentioned in Form V-0321, in accordance with the requirements of the *ministère des Transports du Québec*, and

acknowledge that in the event of failure to comply with these requirements, the financial assistance will be terminated (Glen Road).

Adopted unanimously

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**348-1220  
ENVIRONMENT  
MUNICIPAL CALENDAR FOR THE COLLECTION  
OF RESIDUAL MATERIALS**

IT WAS MOVED by Councillor Loren Allen, SECONDED by Councillor Jean-Pierre Pouliot and resolved to approve the 2021 municipal calendar attached herewith for publication in the December 2020 municipal newsletter.

Adopted unanimously

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**349-1220  
PUBLIC SECURITY**

Nothing to discuss.

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**350-1220  
HEALTH AND WELLNESS  
FAMILY POLICY  
MANDATE ENTRUSTED TO AN ADMINISTRATIVE MANAGER**

IT WAS MOVED by Councillor Jean-Pierre Pouliot, SECONDED by Councillor Denis Vaillancourt and resolved that the Municipality of West Bolton designate the deputy director general as the person responsible for the administration of the municipal family policy and that she be authorized to sign any document to this effect.

This resolution modifies resolution #191-1018.

Adopted unanimously

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**351-1220  
HEALTH AND WELLNESS  
FAMILY POLICY  
CREATION AND SETTING UP OF A STEERING COMMITTEE**

CONSIDERING the willingness of the municipality of West Bolton to develop a municipal family policy (MFP) to ensure a quality living environment for families according to the stages of family life;

WHEREAS the municipality of West Bolton is in the process of developing its municipal family policy;

CONSIDERING that the development of the MFP requires the creation of a structure for its development and follow-up;

WHEREAS the establishment of a committee is fundamental to the development of the municipal family policy;

WHEREAS the MFP is a way of thinking and acting that concerns all areas of intervention of the municipality of West Bolton;

IT WAS MOVED by Councillor Robert Chartier, SECONDED by Councillor Cedric Briggs and resolved that the Municipality of West Bolton proceed with the creation of a MFP committee under the responsibility of the elected official responsible for family matters (RQF).

The MFP Committee will have the following mandate :

- Ensure the development of the MFP :
  - by listening to the needs and expectations of the population;
  - by recommending projects with a "family" focus.
- Propose a draft policy, action plan and budgets to Council;
- Ensure the follow-up and evaluation of the action plan by:
  - exercising a monitoring role to ensure continuity and sustainability;
  - prioritizing the elements of the action plan;
  - promoting the involvement of departmental leadership teams in defining and applying measures that will ensure the implementation of a family policy;
- Maintain the link between municipal authorities and the community regarding the MFP;
- Assist Council in studying issues that may be subject to by-laws or policies regarding the MFP;
- Play an advisory and monitoring role;
- Identify strategies to encourage businesses and organizations in the municipality to integrate the principle of "think and act with the family in mind";
- Raise awareness among decision-makers of the importance of families in the entire decision-making process, whatever the field of intervention (political, economic, social, cultural).

The committee will be composed as follows:

- Ms. Nancy Lanteigne, representative of the family environment
- Mrs. Emilie Rogerson, representative of the family environment
- Mr. Ryan Gauthier, representative of the families environment
- Ms Maike Storks, Administrative officer

It will be chaired by

- Mr. Jean-Pierre Pouliot, Councilor in charge of family issues

Adopted unanimously

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**352-1220**  
**HEALTH AND WELLNESS**  
**MADA**  
**MANDATE ENTRUSTED TO AN ADMINISTRATIVE OFFICER**

IT WAS MOVED by Councillor Gilles Asselin, SECONDED by Councillor Jean-Pierre Pouliot and resolved that the Municipality of West Bolton designate the deputy director general as the person responsible for the administration of the MADA process and that she be authorized to sign any document to this effect.

This resolution amends resolution #099-0619.

Adopted unanimously

**353-1220**  
**HEALTH AND WELLNESS**  
**MADA**  
**CREATION AND SETTING UP OF A STEERING COMMITTEE**

CONSIDERING the willingness of the municipality of West Bolton to develop a MADA approach to ensure a quality living environment for seniors;

WHEREAS the municipality of West Bolton is in the process of developing its MADA approach;

WHEREAS the MADA process requires the creation of a structure for development and monitoring;

WHEREAS the establishment of a committee is fundamental to the development of the MADA approach;

WHEREAS the MADA approach is a way of thinking and acting that concerns all areas of intervention of the municipality of West Bolton;

IT WAS MOVED by Councillor Robert Chartier, SECONDED by Councillor Loren Allen and resolved that the Municipality of West Bolton proceed with the creation of a MADA committee under the responsibility of the elected official responsible for seniors' issues (RQA).

The mandate of the MADA process committee will be as follows:

- Ensure the development of the MADA approach:
  - by listening to the needs and expectations of the population;
  - by recommending projects with a "seniors" focus.
- Propose a draft policy, action plan and budgets to City Council;
- Ensure the follow-up and evaluation of the action plan :
  - by exercising a monitoring role to ensure continuity and sustainability;
  - by prioritizing the elements of the action plan;
  - by encouraging the involvement of service managers in the definition and application of measures that will ensure the implementation of the MADA approach;
- Ensure the link between municipal authorities and the community on the MADA process;
- Assist Council in studying matters that may be subject to by-laws or policies affecting the MADA process;
- Play an advisory and monitoring role
- Identify strategies to encourage businesses and organizations in the municipality to integrate the principle of "think and act seniors";
- Raise awareness among decision-makers of the importance of seniors in the entire decision-making process, regardless of the field of intervention (political, economic, social, cultural).

The committee will be composed as follows:

- Mrs. Sylvie Hébert, representative of seniors in the community
- Ms. Rachel Massicks, representative of seniors in the community
- Mr. John Rhicard, representative of seniors in the community
- Ms. Gail Watt, representative of seniors in the community
- Ms Maike Storks, Administrative officer

It will be chaired by

- Mr. Jean-Pierre Pouliot, elected official responsible for seniors' issues

Adopted unanimously

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**354-1220  
LEISURE AND CULTURE**

Nothing to discuss.

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**355-1220  
VARIA**

Nothing to discuss.

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**356-1220  
SECOND QUESTION PERIOD**

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

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

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**357-1220  
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 9:51 p.m.

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

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Jacques Drolet  
Mayor

**Attestation**

The Mayor's signature of these minutes shall be equivalent to the Mayor's signature of all resolutions contained herein, as per Section 142 of the Municipal Code.



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

**BY-LAW NUMBER 374-2021  
ESTABLISHING TAXATION AND OTHER RATES  
FOR 2021**

**WHEREAS** the Municipal Council of West Bolton wishes to establish rules for the payment of municipal taxes and other charges;

**WHEREAS** notice of motion of this by-law was duly given at the Council meeting held on December 21, 2020 and the draft by-law was tabled at the same meeting.

**THEREFORE**, the Municipal Council decrees as follows:

**ARTICLE 1**

The preamble forms an integral part of this By-law.

**ARTICLE 2**

The provisions of this By-law shall also apply to owners of registered agricultural operations.

**ARTICLE 3**

To make up the difference between the expenditures provided for in the 2021 budget and total of specific revenues as well as revenues based on the aggregate tax rate, the present By-law hereby imposes and levies, for 2021, the following taxes and compensations:

1. A general property tax of \$0.48/100.00 assessment on all taxable property in the municipality, as it appears on the assessment role in force. This tax is payable by owners of said property;
2. A compensation of \$159.00 for waste collection, transportation and disposal for every dwelling and premises in the municipality. This compensation is required from the owners of said dwellings or premises;
3. A compensation of \$28.00 for each dwelling located in the municipality, as it appears on the assessment roll in effect. This compensation is required from the owners of these dwellings to pay the amount required by the Brome-Missisquoi RCM for ecocentres;
4. A compensation of \$20.00 for each dog license. This compensation is required from the owners of the said dogs.

The compensation provided for in subsection 2 of this Article is not required for premises located in an immovable that is exempt from property tax under section 204 of the Act Respecting Municipal Taxation, or for premises found in a unit of assessment with only one dwelling and for which the value of the non-residential part is less than 50% (class 6 or less) pursuant to section 244.32 of the Act Respecting Municipal Taxation.

## FINAL PROVISIONS

### **ARTICLE 4**

The general property tax and compensations are, in all cases, required from owners of taxed properties unless stipulated otherwise in this By-law.

### **ARTICLE 5**

The general property tax and the compensations must be paid in one instalment only. However, when the total is equal to or greater than \$300.00, they can be paid in one payment or in three equal instalments as the debtor chooses.

The one-time payment or first instalment of municipal property taxes must be made no later than the thirtieth day after the account is mailed. The second payment must be made no later than 90 days after the thirtieth day after the account was mailed. The third payment must be made no later than 90 days after the expiration of the period during which the second payment is required to be made.

### **ARTICLE 6**

If a payment is not made within the stipulated time, only the amount of the payment due will be payable immediately.

### **ARTICLE 7**

As of January 1, 2021, the outstanding balances of any debt due to the municipality bear interest at the rate of 15% from the time they become due.

### **ARTICLE 8**

This By-law comes into force in accordance with the Act.

**Adopted in West Bolton, \_\_\_\_\_, 2021.**

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Jacques Drolet  
Mayor

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Me Jean-François Grandmont, OMA  
Director General and Secretary-  
Treasurer