

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, December 13, 2021 at 7:30 p.m. by videoconference with interactive webcast.

The following were present:

Margarita Lafontaine, Councillor n° 1

Jean-Pierre Pouliot, Councillor n° 2

Loren Allen, Councillor n° 3

Eddy Whitcher, Councillor n° 4

Gilles Asselin, Councillor n° 5

Nancy Lanteigne, Councillor n° 6

The members present formed a quorum.

The sitting was presided over by Denis Vaillancourt, Mayor.

Also present:

Jean-François Grandmont, Director general and Secretary-treasurer

Maike Storks, Deputy Director general and Deputy Secretary-treasurer

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. FIRST QUESTION PERIOD**
- 4. APPROVAL OF MINUTES**
- 5. CORRESPONDENCE**
- 6. TOWN PLANNING**
- 7. ADMINISTRATION**
 - 7.1. Approval of accounts and transfers
 - 7.2. Report of authorized expenditures
 - 7.3. Declaration of pecuniary interests
 - 7.4. *Commission municipale du Québec* - Adoption of the budget - Compliance report - Tabling
 - 7.5. *Commission municipale du Québec* - Adoption of the three-year capital expenditure program - Compliance report - Tabling
 - 7.6. 2022 Budget and Three-year capital expenditures program - Date of adoption
 - 7.7. IT Support - Giraffe Tips - Offer of service
 - 7.8. Hybrid municipal council and IT Security - Laptops - Proposal
- 8. ROADS**
 - 8.1. Mandate to the *Union des Municipalités du Québec* - Purchase of chloride used as a dust suppressant for the year 2022
- 9. ENVIRONMENT**
 - 9.1. Waste collection - Renewal option
- 10. PUBLIC SECURITY**
- 11. HEALTH AND WELL-BEING**
- 12. LEISURE AND CULTURE**
- 13. VARIA**
- 14. SECOND QUESTION PERIOD**
- 15. END OF SITING**

**315-1221
CALL TO ORDER**

With the members present at the start of the session forming a quorum, the mayor called the sitting to order at 7:30 p.m.

The mayor made some opening remarks.

Note: This sitting was originally scheduled for December 6, 2021. It was postponed due to a major power outage.

316-1221
ADOPTION OF THE AGENDA

IT WAS MOVED by Gilles Asselin, SECONDED by Jean-Pierre Pouliot and resolved to adopt the agenda as presented by adding the following items:

- 8.2 Call for tenders 2021-15 – Resurfacing of Bailey, Brill, Stukely and Spicer roads – Change orders
- 8.3 Paramount Road – Sample Analysis
- 8.4 Local Roads Assistance Program – Specific Improvement Projects by Electoral District Sub-component – File No. 00030812-1-46065 (16) - 2021-04-21-22

Adopted unanimously

317-1221
ADOPTION OF MINUTES

IT WAS MOVED by Eddy Whitcher, SECONDED by Loren Allen and resolved to adopt the minutes of the sittings of November 15 and 23, 2021.

Adopted unanimously

318-1221
FIRST QUESTION PERIOD

Council held a first question period.

319-1221
CORRESPONDENCE

A copy of the correspondence was sent to members of Council.

320-1221
TOWN PLANNING

Nothing to discuss.

321-1221
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS

IT WAS MOVED by Jean-Pierre Pouliot, SECONDED by Nancy Lanteigne and resolved to approve the list of accounts and

transfers as of December 2, 2021 in the amount of \$931,272.95 and to authorize the director general to settle these accounts.

Adopted unanimously

**322-1221
ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES**

The director general tabled the report of authorized expenditures.

**323-1221
ADMINISTRATION
DECLARATIONS OF PECUNIARY INTERESTS**

Councillor Loren Allen tabled his declaration of pecuniary interests.

**324-1221
ADMINISTRATION
COMMISSION MUNICIPALE DU QUÉBEC - ADOPTION OF
THE BUDGET - COMPLIANCE REPORT - TABLING**

The director general tabled the compliance audit report by the Vice-President for Audits of the *Commission municipale du Québec* on the adoption of the budget for municipalities with fewer than 100,000 inhabitants.

The report states that the adoption of the budget of the Municipality of West Bolton is in line with the legal requirements assessed.

**325-1221
ADMINISTRATION
COMMISSION MUNICIPALE DU QUÉBEC - ADOPTION OF
THE THREE-YEAR CAPITAL EXPENDITURE PROGRAM -
COMPLIANCE REPORT - TABLING**

The director general tabled the compliance audit report by the Vice-President for Audits of the *Commission municipale du Québec* on the adoption of the three-year capital program for municipalities with fewer than 100,000 inhabitants.

The report states that the adoption of the three-year capital program of the Municipality of West Bolton is in line with the legal requirements assessed.

**326-1221
ADMINISTRATION
2022 BUDGET AND THREE-YEAR CAPITAL EXPENDITURE
PROGRAM – DATE OF ADOPTION**

IT WAS MOVED by Nancy Lanteigne, SECONDED by Margarita Lafontaine and resolved to confirm that the special session for the

adoption of the 2022 Budget and the Three-Year Capital Program will be held on Monday, December 20, 2021 at 7 p.m.

Adopted unanimously

327-1221
ADMINISTRATION
IT SUPPORT - GIRAFFE CONSEILS - SERVICE OFFER

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

- to accept the service offer of Giraffe Conseils T.I. dated December 3, 2021, to renew the "Basic.Care" agreement for the year 2022 for the amount of \$510 per month plus service calls based on an hourly rate;
- to finance this expenditure from the municipality's general account (2022 budget) and/or any eligible financial assistance program;
- to authorize the director general to issue any direction and sign any document to that effect.

Adopted unanimously

328-1221
ADMINISTRATION
HYBRID MUNICIPAL COUNCIL AND IT SECURITY -
LAPTOPS - PROPOSAL

WHEREAS the Covid-19 pandemic is not over;

WHEREAS the upcoming connection of a fiber optic line to the Town Hall will allow for face-to-face sessions while continuing the live webcast (hybrid session);

WHEREAS the purchase of laptops for Council members will make it possible for them to have secure access to municipal emails and documents required as part of their duties, in addition to being able to participate in Council meetings regardless of their location.

IT WAS MOVED by Jean-Pierre Pouliot, SECONDED by Margarita Lafontaine and resolved:

- to accept the proposal of Girafe Conseil T.I., dated December 3, 2021, for the supply of 7 HP ProBook G8 15.6" laptops with a 3-year service contract for elected officials, two Aruba wireless access points as well as the required technical services for a total amount of \$15,150 plus taxes;
- to fund this expenditure from the \$47,189 in financial assistance received to mitigate the impacts of the pandemic on municipal finances;
- to authorize the director general to issue any directives and sign any documents to that effect.

329-1221
ROADS
MANDATE TO THE UNION DES MUNICIPALITÉS DU
QUÉBEC
PURCHASE OF CHLORIDE USED AS A DUST
SUPPRESSANT FOR THE YEAR 2022

WHEREAS the Municipality of West Bolton has received a proposal from the *Union des municipalités du Québec* (UMQ) to prepare, on its behalf and on behalf of several other interested municipalities, a tender document for a group purchase of products used as dust suppressants for the year 2022;

WHEREAS sections 29.9.1 of the *Cities and Towns Act* and 14.7.1 of the *Municipal Code*:

- allow a municipal organization to enter into an agreement with the UMQ for the purchase of equipment;
- specify that the rules for awarding contracts by a municipality apply to contracts awarded under this section and that the UMQ undertakes to comply with these rules;
- specify that this contractual process is subject to "*Regulation No. 26 on the contractual management of the UMQ for its group purchase agreements*", adopted by the UMQ Board of Directors;

WHEREAS the UMQ's proposal is renewed annually on a voluntary basis;

WHEREAS the Municipality wishes to participate in this group purchase to obtain chloride in liquid solution in quantities necessary for its activities;

IT WAS MOVED by Eddy Whitcher, SECONDED by Loren Allen and resolved:

THAT the Municipality entrusts the UMQ with the mandate to proceed, on an annual basis, on its behalf and that of the other interested municipalities, with the tendering process to award a contract for the group purchase of various products used as dust suppressants (chloride in liquid solution) necessary for the Municipality's activities for the year 2022;

THAT to allow the UMQ to prepare its tender document, the Municipality undertakes to provide the UMQ with the types and quantities of products it will need by completing the required technical registration sheet(s) sent to it by the UMQ and returning these documents by the stipulated date;

THAT the Municipality entrust the UMQ with responsibility for analyzing the tenders submitted. Therefore, the Municipality accepts that the product to be ordered and delivered is determined following the comparative analysis of the products defined in the tender document;

THAT if the UMQ awards a contract, the Municipality undertakes to respect the terms of this contract as if it had

contracted directly with the supplier to whom the contract is awarded;

THAT the Municipality acknowledges that the UMQ shall receive, directly from the successful bidder, as a management fee, a percentage of the amount invoiced before taxes to each of the participants; and that the said rate shall be determined annually and specified in the tender document;

THAT a copy of this resolution be sent to the *Union des municipalités du Québec*.

Adopted unanimously

**330-1221
ROADS
CALL FOR TENDERS 2021-15 - RESURFACING OF
BAILEY, BRILL, STUKELY AND SPICER ROADS -
CHANGE ORDERS**

CONSIDERING the recommendation of Bruno Lortie, engineer;

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

- to authorize Change order DC-C06 for the stabilization of the shoulder embankment near 28 Stukely Road for a maximum authorized amount of \$6700 plus taxes;
- to authorize Change order DC-C07 for the addition of 5 chevron traffic signs and 4 hazard beacons for an amount of \$3250 plus taxes with a request for the addition of two additional road markers;
- that these change orderd amend Normand Jeanson Excavation Inc.'s contract for granular resurfacing work on Bailey Road, Brill Road, St. Stukely Road and Spicer Road as part of the 2021-15 call for tenders;
- to finance this expenditure, net of tax rebates, in accordance with By-law no. 378-2021;
- to authorize the director general to sign any document to that effect.

Adopted unanimously

**331-1221
ROADS
PARAMOUNT ROAD - SAMPLE ANALYSIS**

CONSIDERING the new obligation, dated November 1, 2021, for municipal entities to include in their contract a clause concerning the traceability of excavated contaminated soil;

WHEREAS it is possible to carry out the characterization of the soils to be excavated, as part of the Paramount Road rehabilitation project, from existing boreholes;

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

- to accept the proposal by EXP for up to \$7500 for the analysis of Paramount Road samples prior to the disposal of soils to be excavated;
- to finance this expenditure from the general account of the municipality pending any grant to be obtained;
- to authorize the director general to issue any directives and sign any documents to that effect.

Adopted unanimously

332-1221
LOCAL ROADS ASSISTANCE PROGRAM
- SPECIFIC IMPROVEMENT PROJECTS BY ELECTORAL
DISTRICT SUB-COMPONENT
FILE NO 00030812-1 - 46065 (16) - 2021-04-21-22

WHEREAS the Municipality of West Bolton has taken note of the terms and conditions for applying the Specific Improvement Projects (APP) component of the Local Roads Assistance Program (PAVL) and undertakes to comply with them;

WHEREAS the road network for which 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 it;

WHEREAS the work or costs involved are eligible for the PAVL;

WHEREAS Accountability Form V-0321 has been duly completed;

WHEREAS the transmission of the project reports was made after completion of the work or no later than December 31, 2021 of the calendar year in which the Minister authorized the work;

WHEREAS the payment is conditional on the Minister's acceptance of accountability for the project;

WHEREAS, if the reports are found to be in conformity, the Minister shall make a payment to the municipalities on the basis of the list of works approved by the minister, without exceeding the maximum amount of assistance as it appears in the letter of announcement;

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

FOR THESE REASONS, as moved by Gilles Asselin, seconded by Eddy Witcher, it is unanimously resolved and adopted that the Council of the Municipality of West Bolton approve the expenses in the amount of \$32,602 relating to the improvement work and the eligible inherent expenses mentioned in Form V-0321 for Paige Road, in accordance with the requirements of the *Ministère des Transports du Québec*, and acknowledges that in the event of

non-compliance with the the above, financial assistance will be terminated.

Adopted unanimously

333-1221
ENVIRONMENT
WASTE COLLECTION - RENEWAL OPTIONS

WHEREAS call for tenders number 2018-20 - Collection and transportation of residual materials (recycling, organic materials and waste) provides for 3 years of options and that option number 1 has been exercised for the year 2021.

IT WAS MOVED by Nancy Lanteigne, SECONDED by Eddy Whitcher and resolved:

- to exercise options 2 and 3 provided for in call for tenders number 2018-20 - Collection and transportation of residual materials (recycling, organic materials and waste) for the years 2022 and 2023;
- to authorize the mayor and the director general to issue any directives and sign any documents to that effect;
- to finance these expenses, estimated at \$117,967 and \$120,077 respectively plus taxes and adjustments, from the general account of the Municipality (2022 and 2023 budgets);

Adopted unanimously

334-1221
PUBLIC SECURITY

Nothing to discuss.

335-1221
HEALTH AND WELL-BEING

Nothing to discuss

336-1221
LEISURE AND CULTURE

Nothing to discuss

337-1221
VARIA

Nothing to discuss.

338-1221
SECOND QUESTION PERIOD

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

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

339-1221
END OF SITTING

With the agenda having been exhausted, IT WAS MOVED by Margarita Lafontaine, SECONDED by Loren Allen and unanimously resolved to end the sitting at 8:36 p.m.

Jean-François Grandmont, OMA
Directeur General and Secretary-Treasurer

Denis Vaillancourt
Mayor

Attestation

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