

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, December 20, 2021 at 8:20 p.m. by videoconference, with interactive webcast on Zoom.

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

Michael Ferland, Planning officer and Municipal inspector

AGENDA

- 1. CALL TO ORDER**
 - 2. ADOPTION OF THE AGENDA**
 - 3. FIRST QUESTION PERIOD**
 - 4. CORRESPONDENCE**
 - 5. TOWN PLANNING**
 - 5.1. Reports from the Planning officer and Municipal inspector
 - 5.2. Planning Advisory Committee - Appointments
 - 6. ADMINISTRATION**
 - 6.1. Approval of accounts and transfers
 - 6.2. Schedule of Council sittings 2022
 - 6.3. Public register of statements by councillors
 - 6.4. By-law no. 383-2021 establishing taxation and rates for the year 2022 - Notice of motion and tabling of draft
 - 6.5. Funds set aside for expenses related to the holding of an election
 - 6.6. Human Resources - Working conditions - Changes
 - 6.7. Human Resources - Roadworks supervisor - Employment Contract - Endorsement
 - 6.8. Human Resources - Student administrative assistant - Hiring extension
 - 6.9. Declarations of pecuniary interests
 - 7. ROADS**
 - 7.1. Paramount Road and Emergency Corridor - Engineer - Mandate
 - 7.2. Glen Road - Final Acceptance
 - 7.3. Foster Road - Final Acceptance
 - 8. ENVIRONMENT**
 - 8.1. Waste collection - Municipal schedule
 - 8.2. Reusable diapers - Financial assistance program
 - 9. PUBLIC SECURITY**
 - 10. HEALTH AND WELL-BEING**
 - 11. LEISURE AND CULTURE**
 - 12. VARIA**
 - 13. SECOND QUESTION PERIOD**
 - 14. END OF SITTING**
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**346-1221
CALL TO ORDER**

With the members participating at the opening of the session forming a quorum, the sitting was called to order by the mayor at 8:20 p.m.

**347-1221
ADOPTION OF THE AGENDA**

IT WAS MOVED BY Gilles Asselin
SECONDED BY Margarita Lafontaine
AND RESOLVED:

To adopt the agenda presented while leaving the Varia open, and withdrawing the following item:

7.3 - Foster Road - Final acceptance

and adding the following point under Health and Wellness:

10.1 - Acknowledgements

Adopted unanimously

**348-1221
FIRST QUESTION PERIOD**

Council held a first question period.

**349-1221
CORRESPONDENCE**

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

**350-1221
TOWN PLANNING
REPORT OF THE PLANNING OFFICER AND MUNICIPAL
INSPECTOR**

The report of the planning officer and municipal inspector for the month of November 2021 was tabled.

Number of permits: 7
Value of work: \$60,000

**351-1221
TOWN PLANNING
PLANNING ADVISORY COMMITTEE – APPOINTMENT**

CONSIDERING that there are 4 vacancies for residents on the Planning Advisory Committee;

CONSIDERING that these positions are renewable if the member so desires;

CONSIDERING the 9 applications received;

IT WAS MOVED BY Nancy Lanteigne
SECONDED BY Jean-Pierre Pouliot
AND RESOLVED:

To appoint, as councillors, Mr. Gilles Asselin (seat 1) for a period of one year and Mr. Eddy Whitcher (seat 2) for a period of two years;

To renew the mandate of Ms. Monique Dutil (seat 3) and Ms. Sylvie Laroche (seat 5) as members of the Planning Advisory Committee for a 2-year term;

To appoint Ms. Sylvie Hébert (seat 4) and Mr. Anthony Zitzmann (seat 6) as members of the Planning Advisory Committee for a 2-year term;

To thank Sylvain Desjardins and Cedric Briggs for their valuable contributions to the work of the Planning Advisory Committee in recent years;

To highlight the very high quality of all the applications received and to thank all those who applied.

Adopted unanimously

**352-1221
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS**

IT WAS MOVED BY Jean-Pierre Pouliot
SECONDED BY Margarita Lafontaine
AND RESOLVED:

To approve the list of accounts and transfers as of December 16, 2021 in the amount of \$122,114.45 and to authorize the director general to settle these accounts.

Adopted unanimously

**353-1221
ADMINISTRATION
SCHEDULE OF COUNCIL SITTINGS FOR 2022**

IT WAS MOVED BY Eddy Whitcher
SECONDED BY Loren Allen
AND RESOLVED:

That the Council adopt the following schedule of Council sittings in 2022:

Monday, January 17 at 7:30 pm
Monday, February 14 at 7:30 pm
Monday, March 14 at 7:30 pm
Monday, April 11 at 7:30 pm
Monday, May 9 at 7:30 pm
Monday, June 6 at 7:30 pm
Monday, July 11 at 7:30 pm
Monday, August 15 at 7:30 pm

Monday, September 12 at 7:30 pm
Tuesday, October 4 at 7:30 pm
Monday, November 7 at 7:30 pm
Monday, December 5 at 7:30 pm
Monday, December 12 at 7:30 pm

That public notice be given to this effect and that these dates be entered on the municipal calendar for the year 2022.

Adopted unanimously

354-1221
ADMINISTRATION
PUBLIC REGISTER OF STATEMENTS BY COUNCILLORS

The director general filed an extract from the public register of the declarations of the members of the council in accordance with the Municipal Ethics and Good Conduct Act. The register did not contain any entry.

355-1221
ADMINISTRATION
BY-LAW NO. 383-2022 ESTABLISHING TAXATION AND RATES FOR THE YEAR 2022 – NOTICE OF MOTION AND TABLING OF DRAFT

NOTICE OF MOTION is hereby given by Mayor Denis Vaillancourt, that at a future sitting of Council, By-law number 383-2022 establishing taxation and rates for the year 2022 will be presented for adoption.

In order to comply with the requirements set out in section 445 of the Municipal Code (CQLR, c.C-27.1), a copy of draft By-law no. 383-2022 establishing taxation and rates for the year 2022 is filed 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 prior to the start of this session on the Municipality's website.

356-1221
ADMINISTRATION
FUNDS SET ASIDE FOR EXPENSES RELATED TO THE HOLDING OF AN ELECTION

CONSIDERING the recommendation of the director general;

IT WAS MOVED BY Margarita Lafontaine
SECONDED BY Nancy Lanteigne
AND RESOLVED:

To establish a fund to finance expenses related to the holding of an election;

To allocate an amount of \$3000 for the year 2022.

357-1221
ADMINISTRATION
HUMAN RESOURCES
WORKING CONDITIONS - CHANGES

Whereas these amendments do not apply to the director general;

IT WAS MOVED BY Eddy Whitcher,
SECONDED BY Loren Allen
AND RESOLVED:

That as of January 1, 2022, the 5% RRSP contribution provided for in the employment contracts of permanent employees be increased to 6%;

That the bank of sick leave and family responsibilities provided for in the employment contracts of permanent employees be increased to 10 days from 2022;

To authorize the mayor and the director general to sign any documents to that effect.

Adopted unanimously

358-1221
ADMINISTRATION
HUMAN RESOURCES
ROADWORKS SUPERVISOR AND DEPUTY MUNICIPAL
INSPECTOR - EMPLOYMENT CONTRACT - ADDENDUM

IT WAS MOVED BY Gilles Asselin,
SECONDED BY Margarita Lafontaine
AND RESOLVED:

To authorize the mayor and the director general to sign an amendment to the employment contract of Mr. John Rhicard, Roadworks supervisor and Deputy Municipal inspector, to modify the amount allocated for emergency calls and indexation of allowances.

Adopted unanimously

359-1221
ADMINISTRATION
HUMAN RESOURCES - STUDENT ADMINISTRATIVE
ASSISTANT - HIRING EXTENSION

WHEREAS the hiring period of Ms Rafaëlle Naud ends on December 24, 2021;

WHEREAS Ms Rafaëlle Naud would be available to work part-time in 2022;

IT WAS MOVED BY Jean-Pierre Pouliot
SECONDED BY Gilles Asselin
AND RESOLVED:

To extend the hiring of Ms Rafaëlle Naud as a student administrative assistant until May 26, 2022 with a salary indexation of 2% for the year 2022;

To authorize the mayor and the director general to sign any documents to that effect.

Adopted unanimously

**360-1221
ADMINISTRATION
DECLARATION OF PECUNIARY INTERESTS**

Councillors Denis Vaillancourt and Margarita Lafontaine filed their declaration of pecuniary interests with Council.

**361-1221
HIGHWAYS
PARAMOUNT ROAD AND EMERGENCY CORRIDOR -
ENGINEER - MANDATE**

The director general introduced the motion.

IT WAS MOVED BY Gilles Asselin
SECONDED BY Margarita Lafontaine
AND RESOLVED:

To accept the budget proposal of December 20, 2021 at a fixed hourly rate by Bruno Lortie, engineer, for the design and preparation of tender documents for the rehabilitation of Paramount Road and the emergency corridor (walking trail) in 2022;

To finance this expenditure estimated at \$16,560 plus taxes, from the general account of the Municipality (current budget) and any eligible financial assistance;

To authorize the director general to award any contract to this effect, according to the needs of the Municipality.

Adopted unanimously

**362-1221
HIGHWAYS
GLEN ROAD - FINAL ACCEPTANCE**

CONSIDERING the provisional acceptance of the work in December 2020 by resolution #319-1220;

CONSIDERING progress estimate n°: 2 (final) by Bruno Lortie, engineer;

IT WAS MOVED BY Loren Allen,
SECONDED BY Nancy Lanteigne
AND RESOLVED:

To definitively accept the work carried out by Roger Dions & fils inc. and release the withheld amount of \$2534.41 taxes included, for the rehabilitation work on Glen Road carried out as part of price request #2020-06;

To finance this expenditure in accordance with resolution number 259-1020;

To authorize the director general to sign any documents to that effect.

Adopted unanimously

**363-1221
ENVIRONMENT
WASTE COLLECTION
MUNICIPAL SCHEDULE**

IT WAS MOVED BY Jean-Pierre Pouliot,
SECONDED BY Eddy Whitcher
AND RESOLVED:

To approve the 2022 municipal schedule appended to this resolution for publication in the December 2021 municipal newsletter.

Adopted unanimously

**364-1221
ENVIRONMENT
REUSABLE DIAPERS - FINANCIAL ASSISTANCE
PROGRAM**

WHEREAS more than 4,500 diapers are needed to keep a child clean;

WHEREAS the use of reusable diapers significantly reduces the amount of waste to be buried;

WHEREAS today's reusable diapers are more modern and easy to maintain thanks to the velcros or snaps that have replaced pins;

WHEREAS the protection of the environment and support for our citizens are at the heart of our community's concerns;

WHEREAS Council wants this aid to be part of our future family policy.

IT WAS MOVED BY Margarita Lafontaine,
SECONDED BY Nancy Lanteigne
AND RESOLVED:

To provide up to \$150 per child aged two years or younger, to encourage the use of reusable diapers;

That this assistance be conditional on the presentation of proof of the child's birth and residence as well as an invoice for the purchase of a set of reusable diapers (e.g. cotton, hemp, bamboo);

To authorize reimbursement when the conditions are met;

This program will end on December 31, 2022. A new programme will be studied as part of the preparation of the 2023 budget.

Adopted unanimously

**365-1221
PUBLIC SECURITY**

Nothing to discuss.

**366-1221
HEALTH AND WELL-BEING
THANKS**

Mr. Pouliot has no further comments to add following the mayor's thanks to the volunteers and people involved in the various files of the municipality.

**367-1221
LEISURE AND CULTURE**

Nothing to discuss.

**368-1221
VARIA**

Nothing to discuss.

**369-1221
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 to the public electronically prior to the start of the sitting.

**370-1221
END OF SITTING**

With the agenda having been exhausted,

IT WAS MOVED by Nancy Lanteigne,
SECONDED BY Gilles Asselin
AND RESOLVED unanimously to end the sitting at 9:01 p.m.

Jean-François Grandmont, OMA
Director 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.