

CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, May 9, 2022, at 7:33 p.m. at the Town Hall located at 9 Town Hall Road, West Bolton, 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 Clerk-Treasurer

Attended remotely:

Maike Storks, Deputy Director general and Deputy Clerk-Treasurer

Christina Laflamme, CPA Auditor, Director – certification, Raymond

Chabot Grant Thornton (left after point 115-0522)

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**AGENDA**

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. TABLING OF THE FINANCIAL REPORT AND REPORT OF THE EXTERNAL AUDITOR FOR THE 2021 FISCAL YEAR**
- 4. FIRST QUESTION PERIOD**
- 5. APPROVAL OF MINUTES**
- 6. CORRESPONDENCE**
  - 6.1. *Mutuelle des Municipalités du Québec*
- 7. TOWN PLANNING**
  - 7.1. Application for a Site Layout and Architectural Integration Plan (PIIA) #2022-04-0041 - New construction – 81 Paramount Road
  - 7.2. *Commission de protection du territoire agricole* – Application for use for a purpose other than agriculture – Lots 5 456 476 and 5 192 550 of the cadastre of Québec - 18 Tuer Road
  - 7.3. *Commission de protection du territoire agricole* – Application for alienation and use for a purpose other than agriculture- Lots 5 192 432 and 5 192 433 of the cadastre of Québec – 9 Fuller Road
- 8. ADMINISTRATION**
  - 8.1. Approval of accounts and transfers
  - 8.2. Professional services of a group insurance consultant for municipalities and organizations, as part of a consolidated purchase from the UMQ
  - 8.3. Municipal Ethics and Professional Conduct Training – Report to Council
  - 8.4. Human Resources – Town Planner and Municipal Inspector – Resignation
  - 8.5. Human Resources – Head of the Town Planning Department and Municipal Inspector – Job Posting
- 9. ROADS**
  - 9.1. Paramount Road - Follow-up
- 10. ENVIRONMENT**
  - 10.1. Drinking Water Sampling Campaign – May 30, 2022
- 11. PUBLIC SECURITY**
- 12. HEALTH AND WELL-BEING**
  - 12.1. Launching of the Family and Seniors Policy – May 21, 2022
  - 12.2. Psychological First Aid Training – May 11-18, 2022
  - 12.3. International Day Against Homophobia and Transphobia -

May 17, 2022

**13. LEISURE AND CULTURE**

13.1. Neighbours' Day 2022

**14. VARIA**

14.1. Tree and Forest Month 2022 – Distribution of Trees – May 13, 2022

**15. SECOND QUESTION PERIOD**

**16. END OF SITTING**

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**113-0522  
CALL TO ORDER**

With the members participating at the start of the session forming a quorum, the mayor called the sitting to order at 7:33 p.m.

The mayor made some opening remarks.

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**114-0522  
ADOPTION OF THE AGENDA**

IT WAS MOVED BY Margarita Lafontaine  
SECONDED BY Eddy Witcher  
AND RESOLVED:

To adopt the agenda.

Adopted unanimously

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**115-0522  
TABLING OF THE FINANCIAL REPORT AND THE  
EXTERNAL AUDITOR'S REPORT FOR THE  
2021 FISCAL YEAR**

Mrs. Christina Laflamme of Raymond Chabot Grant Thornton presented the reports by videoconference to those present. The Director General and Clerk-Treasurer tabled the 2021 financial report, including the external auditor's reports for the 2021 fiscal year. A copy of the financial report and the summary of financial information have been made available to the public on the Municipality's website.

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**116-0522  
FIRST QUESTION PERIOD**

Council held a first question period.

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**117-0522  
APPROVAL OF MINUTES**

IT WAS MOVED BY Gilles Asselin  
SECONDED BY Loren Allen  
AND RESOLVED:

To approve the French version of the minutes of April 4 and 11, 2022.

Adopted unanimously

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**118-0522**  
**CORRESPONDENCE**

A letter from the *Mutuelle des municipalités du Québec* (MMQ) mentioning a rebate in the amount of \$1,000,000 for the 2021 fiscal year and the fact that it has been renamed the «Fonds d'assurance des municipalités du Québec».

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**119-0522**  
**APPLICATION FOR A SITE LAYOUT AND ARCHITECTURAL**  
**INTEGRATION PLAN (PIIA) #2022-04-0041 - NEW**  
**CONSTRUCTION – 81 PARAMOUNT ROAD**

Messrs. Gilles Asselin and Eddy Whitcher applied for a PIIA.

WHEREAS the recommendation of the Planning Advisory Committee, number 0522-011, adopted at the May 4, 2022 sitting with respect to the project hereinafter mentioned has been transmitted to Council;

WHEREAS the following project meets the objectives and criteria set out in By-law no. 359-2019 respecting site layout and architectural integration plans (PIIA) of the Municipality of West Bolton;

CONSIDERING the favourable opinion of the Planning Advisory Committee with regard to the project mentioned hereinafter;

WHEREAS, pursuant to section 145.19 of the *Act respecting land use planning and development*, Council must render its decision on the plan after consulting the Planning Advisory Committee;

After review and consideration:

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

To approve the application for a site layout and architectural integration plan (PIIA) #2022-04-004 authorizing a residential construction project at 81 Paramount Road on lot number 5 193 104 of the cadastre of Québec (number 9010-2 5-0394) subject to compliance with municipal bylaws. All as represented in the plans and documents submitted in support of the application.

Adopted unanimously

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**120-0522**  
**COMMISSION DE PROTECTION DU TERRITOIRE AGRICOLE –**  
**APPLICATION FOR USE FOR A PURPOSE OTHER THAN**  
**AGRICULTURE – LOTS 5 456 476 AND 5 192 500 OF THE**  
**CADASTRE DU QUÉBEC – 18 TUER ROAD**

Gilles Asselin and Eddy Witcher submitted the application to the CPTAQ.

WHEREAS the favourable recommendation of the Planning Advisory Committee, number 052 2-013, adopted at the May 4, 2022 sitting with respect to the project hereinafter mentioned has been transmitted to Council;

WHEREAS the project submitted does not violate 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 Gilles Asselin  
SECONDED BY Loren Allen  
AND RESOLVED:

To recommend to the *Commission de protection du territoire agricole* to accept the application for use for a purpose other than agriculture of lots 5 456 476 and 5 192 550 of the cadastre of Québec located at 18 Tuer Road, on an area totalling 5,000 square metres.

Adopted unanimously

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**121-0522**

**COMMISSION DE PROTECTION DU TERRITOIRE AGRICOLE –  
APPLICATION FOR ALIENATION AND USE FOR A PURPOSE  
OTHER THAN AGRICULTURE – LOTS 5 192 432 AND 5 192 433  
OF THE CADASTRE OF QUÉBEC – 9 FULLER ROAD**

Gilles Asselin and Eddy Witcher submitted the application to the CPTAQ.

WHEREAS the favourable recommendation of the Planning Advisory Committee, number 0522-014, adopted at the May 4, 2022, sitting with respect to the project hereinafter mentioned has been transmitted to Council;

WHEREAS the project submitted does not violate municipal by-laws and will not have a negative impact on agriculture under 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 Eddy Witcher  
SECONDED BY Margarita Lafontaine  
AND RESOLVED:

To recommend to the *Commission de protection du territoire agricole* to accept the application for alienation and use for a purpose other than agriculture of lots 5 192 432 and 5 192 433 of the cadastre of Québec located at 9 Fuller Road.

Adopted unanimously

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**122-0522**

**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 May 6, 2022, in the amount of \$105,981.12 and to authorize the director general to settle these accounts.

Adopted unanimously

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**123-0522**  
**ADMINISTRATION**  
**PROFESSIONAL SERVICES OF A GROUP INSURANCE**  
**CONSULTANT FOR MUNICIPALITIES AND**  
**ORGANIZATIONS, AS PART OF A GROUP PURCHASE BY**  
**THE UMQ**

WHEREAS the Municipality has received a proposal from the *Union des municipalités du Québec* (UMQ) to form, on its behalf and on behalf of several other municipalities (or RCMs or intermunicipal boards), a group to retain the professional services of a group insurance consultant for municipalities and organizations, as part of a group purchase by the UMQ

WHEREAS sections 29.9.1 of the *Cities and Towns Act* and 14.7.1 of the *Municipal Code* allow a municipality to enter into such an agreement with the UMQ;

WHEREAS the Municipality wishes to join this group;

WHEREAS in accordance with the law, the UMQ will initiate a public call for tenders to award the contract;

WHEREAS the said contractual process is subject to "Regulation No. 26 on the contractual management of the UMQ for its group agreements" adopted by the UMQ Board of Directors;

WHEREAS the UMQ launched this call for tenders in March 2022

IT WAS MOVED BY Jean-Pierre Pouliot  
SECONDED BY Loren Allen  
AND RESOLVED:

THAT the Municipality of West Bolton confirms its membership in the UMQ group to retain the professional services of a group insurance consultant for municipalities and organizations, as part of a group purchase and entrusts the UMQ with the process leading to the award of the contract;

THAT the contract awarded shall be for a period of one year, renewable from year to year for a maximum period of five years;

THAT the Municipality undertakes to provide the UMQ, within the stipulated deadlines, with the information necessary for the call for tenders;

THAT the Municipality undertakes to respect the terms and conditions of the said contract as if it had contracted directly with the supplier to whom the contract will be awarded;

THAT the Municipality undertakes to pay the UMQ a management fee of 1.15% of the total premiums paid by the municipality.

Adopted unanimously

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**124-0522**  
**ADMINISTRATION**  
**TRAINING ON ETHICS AND PROFESSIONAL CONDUCT IN**  
**MUNICIPAL MATTERS – REPORT TO COUNCIL**

The Director General and Clerk-Treasurer mentioned having received training certificates in ethics and professional conduct in municipal matters from the following persons:

- Margarita Lafontaine;
  - Loren Allen;
  - Eddy Whitcher
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**125-0522**  
**ADMINISTRATION**  
**HUMAN RESOURCES – TOWN PLANNER AND**  
**MUNICIPAL INSPECTOR – RESIGNATION**

Mr. Michael Ferland submitted his resignation from the post of town planner and municipal inspector on Friday May 6. We wish him the best of luck in his new job and thank him for his professionalism and courtesy to members of the administration and the citizens of West Bolton.

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**126-0522**  
**ADMINISTRATION**  
**HUMAN RESOURCES – HEAD OF THE TOWN PLANNING**  
**DEPARTMENT AND MUNICIPAL INSPECTOR – JOB**  
**POSTING**

CONSIDERING the departure of the head of the town planning department and municipal inspector on June 3, 2022.

IT WAS MOVED BY Eddy Whitcher  
SECONDED BY Nancy Lanteigne  
AND RESOLVED:

To post, as soon as possible, a permanent full-time position of head of the town planning department and municipal inspector;

That a selection committee consisting of the mayor, the director general and 1 or 2 elected members be set up to evaluate the applications to be received.

Adopted unanimously

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**127-0522  
ROADS  
PARAMOUNT ROAD - FOLLOW-UP**

A call for tenders will be launched shortly for the rehabilitation of the section of Paramount Road located between Glen Road and Tower Road. The award of the contract will be conditional on obtaining a subsidy and the approval of a loan by-law.

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**128-0522  
ENVIRONMENT  
DRINKING WATER SAMPLING CAMPAIGN – MAY 30, 2022**

The mayor informed those present that the drinking water sampling campaign will take place on Monday, May 30, 2022. A mailing with details will be sent by mail and in the newsletter this week.

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**129-0522  
PUBLIC SECURITY**

Nothing to discuss.

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**130-0522  
HEALTH AND WELL-BEING  
FAMILY AND SENIORS POLICY LAUNCHING EVENT  
– MAY 21, 2022**

Councillor Jean-Pierre Pouliot invited citizens to attend the family and seniors' policy launching event that will take place on May 21 from 10:00 a.m. to 12:00 p.m. at Centre Lac-Brome. Citizens are invited to arrive from 9:30 am. On the program, there will be a presentation of the policy and the action plan as well as meetings and discussions. Coffee and snacks will be available. We ask that you register by May 15 by calling the Town Hall.

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**131-0522  
HEALTH AND WELL-BEING  
PSYCHOLOGICAL FIRST AID TRAINING – MAY 11 AND 18,  
2022**

Psychological first aid training scheduled for May 11 and 18 will be cancelled for lack of registration and postponed to a later date if there is sufficient interest.

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**132-0522  
HEALTH AND WELL-BEING  
INTERNATIONAL DAY AGAINST HOMOPHOBIA AND  
TRANSPHOBIA – MAY 17, 2022**

CONSIDERING that May 17 is the International Day against Homophobia and Transphobia, that it is effectively celebrated in many countries and that it is the result of a Quebec initiative led by the Fondation Émergence in 2003;

WHEREAS the efforts of the Emergence Foundation should be supported in initiating this day for a better inclusion of lesbian, gay, bisexual and trans (LGBTQ+) people in society;

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

To proclaim May 17 AS AN INTERNATIONAL DAY AGAINST  
HOMOPHOBIA AND TRANSPHOBIA.

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**133-0522**  
**LEISURE AND CULTURE**  
**NEIGHBOURS' DAY**

Those interested in getting involved in organizing a Neighbours' Day this year can give their names by calling the municipality or by sending an email to the deputy director general ([dga@bolton-ouest.ca](mailto:dga@bolton-ouest.ca)).

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**134-0522**  
**2022 TREE AND FORESTS MONTH – DISTRIBUTION OF**  
**TREES – MAY 13, 2022.**

The distribution of trees will take place on Friday, May 13 for those who have placed an order. Your elected officials and municipal employees will be happy to deliver your trees directly to the address indicated on the order during the afternoon of May 13.

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**135-0522**  
**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 before the start of the sitting.

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**136-0522**  
**END OF SITTING**

With the agenda having been exhausted,

IT WAS MOVED BY Loren Allen  
SECONDED BY Nancy Lanteigne  
AND RESOLVED UNANIMOUSLY

To end the sitting at 8:53 p.m.

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Jean-François Grandmont, OMA  
Director General and Clerk-Treasurer

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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.