

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, September 12, 2022, at 7:30 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

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, and the sitting was presided over by Denis Vaillancourt, Mayor.

The following were also present:

Jean-François Grandmont, Director general and Clerk-Treasurer
Maïke Storks, Deputy director general and Deputy Clerk-Treasurer

Jules Varin, planning officer and municipal inspector (left after point 231-0922)

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. FIRST QUESTION PERIOD**
- 4. APPROVAL OF MINUTES**
- 5. CORRESPONDENCE**
- 6. TOWN PLANNING**
 - 6.1. Report of the planning officer and municipal inspector
 - 6.2. Application for Conditional Use #2207-008 Tourist Residence Component - 66 Glen Road
 - 6.3. PIA Application #2208-012 - Development of an access road - 81 Paramount Road
- 7. ADMINISTRATION**
 - 7.1. Approval of accounts and transfers
 - 7.2. Report of authorized expenditures
 - 7.3. By-law number 388-2022 respecting the remuneration of elected municipal officers - Adoption
 - 7.4. Condition of Town Hall - Committee - Appointment
 - 7.5. Vacancy announcement for Councillor n° 2
 - 7.6. By-election
 - 7.7. Deputy Mayor - Appointment
 - 7.8. Access to Information and Privacy Committee
- 8. ROADS**
 - 8.1. Call for tenders #2022-02 - Rehabilitation of Paramount Road - Progress payment #01
 - 8.2. TECQ - Programming
 - 8.3. Request for quotes #2022-09 - Granular resurfacing of Brill Road (cul-de-sac)
 - 8.4. Request for quotes #2022-10 - Machinery
 - 8.5. Cleaning of ditches - Contract
- 9. ENVIRONMENT**
 - 9.1. Appalachian Corridor - Opening of trail
 - 9.2. Gail Watt - Land Conservation
 - 9.3. Fall drinking water testing campaign
- 10. PUBLIC SECURITY**
- 11. HEALTH AND WELL-BEING**
- 12. LEISURE AND CULTURE**
- 13. VARIA**
 - 13.1. Loan or Rental of Council Chambers - Authorization

14. SECOND QUESTION PERIOD
15. END OF SITTING

224-0922
CALL TO ORDER

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

The mayor addressed those present.

225-0922
ADOPTION OF THE AGENDA

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

To adopt the agenda by deleting the number "81" from item 6.3 and removing the following item:

7.8. Access to Information and Privacy Committee

Adopted unanimously

226-0922
FIRST QUESTION PERIOD

Council held a first question period.

227-0922
APPROVAL OF MINUTES

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

To approve the French version of the minutes of August 15, 2022 and the English version of the minutes of July 11, and August 15, 2022.

Adopted unanimously

228-0922
CORRESPONDENCE

A copy of the correspondence received was sent to the members of Council. Nothing new to discuss

229-0922
TOWN PLANNING
REPORT OF THE PLANNING OFFICER AND MUNICIPAL
INSPECTOR

The report of the Town Planning department for the month of August 2022 was tabled.

Number of permits: 12
Value of work: \$380,500

230-0922
TOWN PLANNING
APPLICATION FOR CONDITIONAL
USE #2207-008 TOURIST RESIDENCE
COMPONENT - 66 GLEN ROAD

The planning officer submitted the request for conditional use. The floor was given to anyone who intended to be heard on the matter.

CONSIDERING the application to permit the operation of the residence at 66 Glen Road as a tourist residence;

WHEREAS this application is complete and meets the requirements of By-law No. 349-2018 respecting conditional uses concerning, in particular, tourist residences, provided that the name of a local guarantor residing in the territory of the Municipality or a neighbouring municipality is confirmed;

WHEREAS the Planning Advisory Committee recommends to Council, by resolution number 0822-019, to approve this application provided that the name of a local guarantor residing in the territory of the Municipality or a neighbouring Municipality is confirmed;

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

WHEREAS public notice has been given and a sign has been placed at a conspicuous place on the site to which the application relates, all in accordance with section 145.33 of the *Act respecting land use planning and development*.

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

To authorize the application for conditional use #2207-0 08 and allow the operation of a tourist residence at 66 Glen Road, in order to carry out short-term rentals, according to the objectives and criteria identified in By-law no. 349-2018 respecting conditional uses concerning in particular tourist residences, on lot number 5 192 4 77 of the cadastre of Québec (registration number: 8607-98-2800), which is located in zones DESI-03 and RF-4;

that this authorization be conditional:

- on the fact that the sorting and deposit of residual materials in the bins must be carried out only by the owner or his/her authorized representative, in accordance with the by-laws;
- that a responsible person residing in the territory of the Municipality or a neighbouring Municipality (the owner

or a person officially designated by the owner) ensures compliance with municipal by-laws (nuisances, waste management, open fires, animals, etc.) by the tenants and can be reached by the Municipality if necessary.

Adopted unanimously

231-0922
TOWN PLANNING
PIIA APPLICATION #2208-012 - DEVELOPMENT OF
AN ACCESS ROAD - PARAMOUNT ROAD

The planning officer submitted the PIIA application.

CONSIDERING the favourable recommendation of the Planning Advisory Committee #0822-018, adopted at the sitting held on August 22, 2022, with respect to the project hereinafter mentioned, has been sent to Council considering that it aims to reduce the initial length planned for the entrance;

WHEREAS the application 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;

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

After study and consideration:

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

To approve PIIA application #2208-012 concerning the development of an access road for residential construction on lot 6 351 073 of the cadastre of Québec located on Paramount Road, as detailed by the new proposal 22001185 - Revised Drawing A1 2022-08-10 of FNX Innov.

Adopted unanimously

232-0922
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS

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

To approve the list of accounts and transfers as of September 8, 2022, in the amount of \$386,042.19 and to authorize the director general to settle the accounts.

Adopted unanimously

233-0922
ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES

The director general tabled the report of authorized expenditures.

234-0922
ADMINISTRATION
BY-LAW NUMBER 388-2022 RESPECTING THE
REMUNERATION OF ELECTED MUNICIPAL OFFICERS -
ADOPTION

The mayor mentioned the purpose of this by-law, that there has been no change between the draft and the by-law to be adopted, the amount of the expense and its method of payment.

WHEREAS the required formalities have been complied with.

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

To adopt By-law number 388-2022 respecting the remuneration of elected municipal officers;

That the remuneration of members of Council be paid every two weeks.

A copy of the by-law is attached to this resolution as an integral part thereof.

Copies of these by-laws were made available to the public at the beginning of this sitting.

Adopted unanimously (including the mayor's vote in favour)

235-0922
ADMINISTRATION
CONDITION OF TOWN HALL - COMMITTEE -
APPOINTMENT

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

To appoint the following persons to the Condition of Town Hall Committee:

Elected municipal officers:
The mayor, Councillor Gilles Asselin and Councillor Margarita Lafontaine;

Citizens:
Mrs. Ester Varkay, architect
Mr. Philip Hazan, architect

Adopted unanimously

236-0922
ADMINISTRATION
VACANCY ANNOUNCEMENT FOR COUNCILLOR
NUMBER 2

The director general and clerk-treasurer presented a letter from Mr. Jean-Pierre Pouliot, received on August 19, 2022, announcing his resignation as Councillor #2 on August 31, 2022.

The clerk-treasurer therefore noted the vacancy of the position of Councillor #2 and notified Council in accordance with section 333 of the *Act respecting elections and referendums in municipalities*.

237-0922
ADMINISTRATION
BY-ELECTION

Whereas the position of Councillor #2 is currently vacant;

Whereas a vacancy that is established more than 12 months before the polling day fixed for the next general election must be filled by a by-election;

The director general and clerk-treasurer, in his capacity as returning officer, informed Council that he has set polling day for November 6, 2022 in order to fill the position of Councillor number 2.

238-0922
ADMINISTRATION
DEPUTY MAYOR

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

To appoint Mr. Eddy Whitcher as deputy mayor;

That the deputy mayor be appointed as the representative of the Municipality of West Bolton to replace Mr. Denis Vaillancourt on the Council of mayors of the Brome-Missisquoi RCM when necessary;

That in case of non-availability of the two people mentioned above, Mr. Loren Allen be authorized to represent the Municipality of West Bolton on the Council of mayors of the RCM.

Adopted unanimously

239-0922
ROADS
CALL FOR TENDERS #2022-02 - REPAIR OF PARAMOUNT
ROAD - PROGRESS PAYMENT NUMBER 01

CONSIDERING the recommendation of Bruno Lortie, engineer.

IT WAS MOVED BY Gilles Asselin
SECONDED BY Loren Allen

AND RESOLVED:

To accept the progress payment number 01 to Roger Dion et fils 2006 Inc. in the amount of \$288,526.42, taxes included, for restoration work on Paramount Road as part of the call for tenders #2022-02;

To finance this expenditure, net of tax rebates, in accordance with By-law No 386-2022.

To authorize the director general to issue any directives and sign any document to that effect.

Adopted unanimously

240-0922
ADMINISTRATION
TECQ - PROGRAMMING

WHEREAS the Municipality has read the Guide relating to the terms and conditions of payment of the government contribution under the gas tax and Québec contribution (TECQ) program for the years 2019 to 2023;

WHEREAS the Municipality must comply with the terms and conditions of this guide that apply to it in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

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

The Municipality undertakes to comply with the terms of the guide which apply to it;

The Municipality undertakes to be solely responsible for and to release the Government of Canada and the Government of Quebec as well as their ministers, senior officials, employees and agents from any liability for claims, demands, losses, damages and costs of all kinds based on injury inflicted on a person, the death of the latter, damage to property or loss of property attributable to a deliberate or negligent act resulting directly or indirectly from investments made through financial assistance obtained under the TECQ 2019-2023 program ;

The Municipality approves the content and authorizes the sending to the *Ministère des Affaires municipales et de l'Habitation* of the attached work program number 1 and all other documents required by the *Ministère* in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

The Municipality undertakes to meet the minimum capital threshold imposed on it for all the five years of the program;

The Municipality undertakes to inform the *Ministère des Affaires municipales et de l'Habitation* of any modification that will be made to the program of works approved by this resolution.

Adopted unanimously

241-0922
ADMINISTRATION
REQUEST FOR QUOTE #2022-09 - GRANULAR
RESURFACING OF BRILL ROAD (CUL-DE-SAC)

Whereas the Municipality has received two proposals as part of the request for quote #2022-09:

Excavation Désourdy Inc : \$113 568.86
Normand Jeanson Excavation Inc: \$76,423.88

IT WAS MOVED BY Gilles Asselin
SECONDED BY Eddy Whitcher
AND RESOLVED:

To accept the proposal by Normand Jeanson Excavation Inc. at a unit price for the resurfacing of Brill Road (between Spicer Road and the end of the cul-de-sac), in the amount of \$76,423.88 including taxes;

To authorize the director general to issue any related contracts for materials control and monitoring within the limits of his or her delegation authority;

To finance this expenditure, net of tax rebates, from the general account of the Municipality and any assistance granted under the local road assistance program (PAVL);

Adopted unanimously

242-0922
ADMINISTRATION
REQUEST FOR QUOTE #2022-10 - MACHINERY

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

To accept proposals received under request for quote #2022-10 - Machinery;

To authorize the director general or the road supervisor to award contracts according to the needs of the Municipality, in accordance with the delegation by-law.

Adopted unanimously

243-0922
ADMINISTRATION
CLEANING OF DITCHES - CONTRACT

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

To award an hourly rate contract to Excavation Richard Bouthillette (2012) Inc for the supply of a wheeled excavator and a 10-wheeled truck for the cleaning of ditches at the price submitted under call for tenders #2022-10;

To finance this expenditure, not exceeding \$25,000, taxes included, from the general account of the Municipality;

To authorize the director general or road supervisor to give any directives to that effect.

Adopted unanimously

244-0922
ENVIRONMENT
APPALACHIAN CORRIDOR - OPENING OF TRAIL

The mayor invites citizens to walk the new Appalachian Corridor trails. Parking and trailhead are located at the intersection of Paramount Road and Mount Foster Road. It should be noted that dogs are not allowed on the trails. The mayor thanks Appalachian Corridor for this project.

245-0922
ENVIRONMENT
GAIL WATT - LAND CONSERVATION

The mayor highlighted the efforts made by Mrs. Gail Watt for land conservation in the Mont-Foster sector, including a second piece of land belonging to her, most recently.

246-0922
ENVIRONMENT
FALL DRINKING WATER SAMPLING CAMPAIGN

The mayor informed those present that a fall drinking water sampling campaign is scheduled for Tuesday, October 11. Details will be sent by mail and in a future newsletter.

247-0922
PUBLIC SECURITY

Nothing to discuss.

248-0922
HEALTH AND WELL-BEING

Nothing to discuss.

249-0922
LEISURE AND CULTURE

Nothing to discuss.

250-0922
VARIA
LOAN OR RENTAL OF COUNCIL CHAMBERS -
AUTHORIZATION

IT WAS MOVED BY Eddy Whitcher
SECONDED BY Loren Allen

AND RESOLVED:

To authorize the director general to make available to the various voluntary or government organizations the Council Chambers for the holding of meetings or special events and to negotiate and sign any document to that effect (e.g. provincial or federal elections).

Adopted unanimously

251-0922
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.

252-0922
END OF SITTING

With the agenda having been exhausted,

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

To end the sitting at 10:00 p.m.

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

Denis Vaillancourt
Mayor

Attestation

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