

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, December 12, 2022, at 8 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

Marie-Blanche Richer, Councillor n° 2

Loren Allen, Councillor n° 3

Gilles Asselin, Councillor n° 5

Nancy Lanteigne, Councillor n° 6

The members present formed a quorum, and the sitting was presided over by Eddy Whitcher, Acting Mayor.

The following were also present:

Jean-François Grandmont, Director General and Clerk-Treasurer

Maike Storks, Deputy Director General and Deputy Clerk-Treasurer

The following was absent:

Denis Vaillancourt, Mayor

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. FIRST QUESTION PERIOD**
- 4. CORRESPONDENCE**
- 5. TOWN PLANNING**
 - 5.1. Non-renewal of the reserve for public purposes – Lot 5 192 357 of the cadastre of Quebec located on Bolton Pass Road
 - 5.2. Marc Cournoyer and Julie Guilmain – Service offer for municipal inspection and training/coaching
 - 5.3. Intermunicipal diagnostic portrait project to assess opportunities for implementing a system for managing, sharing, acquiring and disseminating information and data using a collaborative, dynamic and real-time approach at the regional level – Commitment and authorizations
- 6. ADMINISTRATION**
 - 6.1. Approval of Accounts and Transfers
 - 6.2. Declaration of Pecuniary Interests
 - 6.3. Human Resources – Recruitment of a Director General and Clerk-Treasurer– Service Offer
 - 6.4. Municipal Ethics and Good Conduct Act – Public Register of Declarations as of December 12, 2022
 - 6.5. By-law Number 389-2023 Establishing Taxation and Rates for 2023 – Notice of Motion and Tabling of Draft
- 7. ROADS**
 - 7.1. Call for Tenders 2021-15 – Resurfacing of Bailey, Brill, Stukely and Spicer Roads – Progress statement #6
 - 7.2. Call for tenders 2022-02 - Paramount Road rehabilitation work – Progress statement #4
- 8. ENVIRONMENT**
 - 8.1. Washable diapers – Financial Assistance Program – Renewal
 - 8.2. Waste Collection - Municipal Schedule
- 9. PUBLIC SECURITY**
- 10. HEALTH AND WELL-BEING**
- 11. LEISURE AND CULTURE**
- 12. VARIA**
- 13. SECOND QUESTION PERIOD**
- 14. ADJOURNMENT**

CALL TO ORDER

With the members participating at the start of the sitting forming a quorum, the sitting was called to order by the acting mayor at 8 p.m.

327-1222 ADOPTION OF THE AGENDA

IT WAS MOVED BY Marie-Blanche Richer
SECONDED BY Margarita Lafontaine
AND RESOLVED:

To adopt the agenda.

Adopted unanimously

328-1222 FIRST QUESTION PERIOD

Council held a first question period.

329-1222 CORRESPONDENCE

Nothing to discuss.

330-1222 TOWN PLANNING NON-RENEWAL OF THE RESERVE FOR PUBLIC PURPOSES - LOT 5 192 357 OF THE CADASTRE OF QUEBEC LOCATED ON BOLTON PASS ROAD

The acting mayor mentioned that the owner of Orico is not interested in granting the municipality a right of first refusal for his neighbouring land at 25 Bolton Pass Road (Thirsty Boot) but that he will inform the Municipality if a bid is submitted.

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

Not to renew the notice of reserve for public purposes on lot 5 192 357 of the cadastre of Québec located on Bolton Pass Road.

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

Adopted unanimously

331-1222 TOWN PLANNING MARC COURNOYER AND JULIE GUILMAIN - SERVICE OFFER FOR MUNICIPAL INSPECTION AND TRAINING/COACHING

IT WAS MOVED BY Gilles Asselin

SECONDED BY Marie-Blanche Richer
AND RESOLVED:

To accept the service offer dated December 5, 2022, from Ms. Julie Guilmain, town planner and Marc Cournoyer, inspector, for occasional replacement and occasional assistance to the Town Planning department and, if necessary, training/coaching in 2023;

That they be covered by the Municipality's liability insurance;

To finance this expenditure out of the general account of the Municipality;

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

Adopted unanimously

332-1222
TOWN PLANNING
INTERMUNICIPAL DIAGNOSTIC PORTRAIT PROJECT TO
ASSESS OPPORTUNITIES FOR IMPLEMENTING A SYSTEM
FOR MANAGING, SHARING, ACQUIRING AND
DISSEMINATING INFORMATION AND DATA USING A
COLLABORATIVE, DYNAMIC, AND REAL-TIME
APPROACH AT THE REGIONAL LEVEL - COMMITMENT
AND AUTHORIZATIONS

CONSIDERING, in particular, the generation of an increasing amount of data and information at both regional and local levels, the lack of centralization and the lack of a clear methodology for generating, managing, organizing and sharing such data and information, as well as the vulnerability of preserving the memory of organizations in the face of employee departures and preserving the history of files and projects;

CONSIDERING that the RCM wishes to deploy a system for managing, sharing, acquiring and disseminating information and data based on a collaborative, dynamic and real-time approach at the regional level for the benefit of all its municipalities;

CONSIDERING the creation, in June 2022, of a new trio in geomatics and information technology within the RCM to improve the service offer to municipalities, which has resulted in the hiring of a new geomatics resource;

CONSIDERING that, through their respective contributions, the municipalities of the Brome-Missisquoi territory have for many years acquired expertise and a regional service related to geomatics;

CONSIDERING that, in the long term, it is desired to set up a system for managing, sharing, acquiring and disseminating information and data based on a collaborative, dynamic and real-time approach at the regional level (RCM/CLD, municipalities and other partners);

CONSIDERING the need to develop a diagnostic portrait before project deployment in order to meet the needs and demands of local municipalities;

CONSIDERING that once the diagnostic portrait has been completed, and the needs assessment and the potential for pooling and cooperation between the municipalities are known, it will be possible to establish the stages and means of implementing the system for managing, sharing, acquiring and disseminating information and data;

CONSIDERING the opportunity for inter-municipal cooperation in this project and the opportunity for funding under component 4 – Support for vitalization and inter-municipal cooperation program of the Fonds régions et ruralité (FRR) - Inter-municipal Cooperation Component;

CONSIDERING that the municipality of West Bolton wishes to join the other participating municipalities of the RCM in this project that is presented as part of the financial assistance and participate in it;

WHEREAS the Brome-Missisquoi RCM is the organization responsible for ensuring the implementation of the project;

ACCORDINGLY

IT WAS MOVED BY Gilles Asselin
SECONDED BY Nancy Lanteigne
AND RESOLVED:

To designate the Brome-Missisquoi RCM as responsible for the diagnosis portrait project in order to evaluate the opportunities for implementing a system for managing, sharing, acquiring and disseminating information and data based on a collaborative, dynamic and real-time approach at the regional level;

To indicate that the Council of the municipality of West Bolton undertakes to participate and collaborate in kind in said project;

To authorize the Brome-Missisquoi RCM to apply for financial assistance for the project to the Ministère des Affaires municipales et de l'habitation (MAMH) under component 4 – Support for vitalization and inter-municipal cooperation program of the Fonds régions et ruralité (FRR) - Inter-municipal Cooperation Component.

To authorize the signing of the application or any other document required under Component 4 – Support for Vitalization and Intermunicipal Cooperation program of the Fonds régions et ruralité (FRR) – Inter-municipal cooperation component by the Prefect of the Brome-Missisquoi RCM and/or by the director general.

Adopted unanimously

333-1222
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS

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

To approve the list of accounts and transfers as of December 9, 2022, in the amount of \$229,013.80 and to authorize the director general to settle these accounts.

Adopted unanimously

334-1222
ADMINISTRATION
DECLARATIONS OF PECUNIARY INTERESTS

Councillor Marie-Blanche Richer filed her declaration of pecuniary interests with Council.

335-1222
ADMINISTRATION
HUMAN RESOURCES - RECRUITMENT OF A DIRECTOR
GENERAL AND CLERK-TREASURER - SERVICE OFFER

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

To accept the revised offer of service dated December 9, 2022, from Carrefour du capital humain of the Union des municipalités du Québec for the recruitment of a director general and clerk-treasurer;

To finance this expenditure, estimated at approximately \$10,000 plus taxes, from the municipality's general account.

To authorize the mayor or the acting mayor to give any directives to that effect.

Adopted unanimously

336-1222
ADMINISTRATION
MUNICIPAL ETHICS AND GOOD CONDUCT ACT- PUBLIC
REGISTER OF DECLARATIONS AS OF DECEMBER 12, 2022

The director general tabled an extract from the public register of the declarations of members of Council in accordance with the Municipal Ethics and Good Conduct Act. This register does not contain any entries as of December 12, 2022.

337-1222
ADMINISTRATION
BY-LAW NO. 389-2023 ESTABLISHING TAXATION AND RATES
FOR 2023 – NOTICE OF MOTION AND TBLING OF DRAFT

NOTICE OF MOTION is hereby given by Deputy Mayor Eddy Whitcher, that at a future sitting of this Council, By-law No. 389-2023 establishing taxation and rates for the year 2023 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 number 389-2023 establishing taxation and rates for the year 2023 was tabled by the acting 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 sitting and on the municipality's website.

338-1222
ROADS
**CALL FOR TENDERS 2021-15 - RESURFACING OF BAILEY,
BRILL, STUKELY AND SPICER ROADS - PROGRESS
STATEMENT #6**

CONSIDERING the recommendation of Bruno Lortie, engineer.

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

To definitively accept the work and the progressive statement # 6 of the company Normand Jeanson Excavation inc. in the amount of \$ 97,401.03, taxes included, for granular resurfacing work on Bailey, Brill, Stukely and Spicer roads as part of call for tenders 2021-15;

To finance this expenditure, net of tax rebates, in accordance with By-law No. 378-2021;

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

Adopted unanimously

339-1222
ROADS
**CALL FOR TENDERS 2022-02 - PARAMOUNT ROAD
REHABILITATION WORK - PROGRESS STATEMENT #4**

CONSIDERING the recommendation of Bruno Lortie, engineer.

IT WAS MOVED BY Marie-Blanche Richer
SECONDED BY Gilles Asselin
AND RESOLVED:

To accept progressive statement number 4 of Roger Dion et fils 2006 Inc. in the amount of \$52,269.07, taxes included, for rehabilitation work on Paramount Road as part of call for tenders 2022-02;

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

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

Adopted unanimously

340-1222
ENVIRONMENT
**REUSABLE DIAPERS - FINANCIAL
ASSISTANCE PROGRAM**

WHEREAS more than 4,500 diapers are required to make a child clean;

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

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

WHEREAS protecting the environment and supporting our citizens are at the heart of our community's concerns;

IT WAS MOVED BY Marie-Blanche Richer
SECONDED BY Margarita Lafontaine
AND RESOLVED:

To provide up to \$150 per child per calendar year to encourage the use of reusable diapers;

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

To authorize reimbursement when these conditions are met;

This program will end on December 31, 2023. A new program will be studied in view of the 2024 budget.

Adopted unanimously

**341-1222
ENVIRONMENT
WASTE COLLECTION
MUNICIPAL SCHEDULE**

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

To approve the 2023 waste collection schedule that is appended to this resolution, for publication in the December 2022 municipal newsletter.

Adopted unanimously

**342-1222
PUBLIC SECURITY**

The director general informed those present that an emergency coordination intervention was necessary on Saturday to secure the worksite for the replacement of the highway viaduct on Brill Road, since concrete barriers appear not to have been put in place when the site was closed by the contractor responsible for it.

**343-1222
HEALTH AND WELL-BEING**

Nothing to discuss.

**344-1222
LEISURE AND CULTURE**

Nothing to discuss.

**345-1222
VARIA**

Nothing to discuss.

**346-1222
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.

**347-1222
ADJOURNMENT**

The agenda having been exhausted,

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

To adjourn the sitting at 8:39 p.m.

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

Eddy Witcher
Deputy Mayor

Attestation

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