

CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, February 13, 2023, at 7:30 pm at the Town Hall located at 9 Town Hall Road, West Bolton, with interactive webcast.

The following were present:

Margarita Lafontaine, Councillor no. 1  
Marie-Blanche Richer, Councillor no. 2  
Loren Allen, Councillor no. 3  
Eddy Whitcher, Councillor no. 4  
Gilles Asselin, Councillor no. 5  
Nancy Lanteigne, Councillor no. 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  
Maike Storks, Assistant Director General and Assistant Clerk-Treasurer  
Jules Varin, Head of Town Planning and Municipal Inspector (left after item 032-0223).

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**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 Head of Town Planning and Municipal Inspector
    - 6.2. Intermunicipal Tree-felling Agreement 2023-2025
    - 6.3. Food-producing Municipality – Adoption of the Action Plan
    - 6.4. Food-producing Municipality – Setting up of a Committee
    - 6.5. Application for Conditional Use #2210-013 – Tourist Residence Component – 6 Persons Road
  - 7. ADMINISTRATION**
    - 7.1. Approval of Accounts and Transfers
    - 7.2. Report of Authorized Expenditures
    - 7.3. Sale of Immovables for Non-payment of Taxes
    - 7.4. Human Resources
      - 7.4.1. Director General and Clerk-Treasurer – Hiring
      - 7.4.2. Assistant Director General and Assistant Clerk-Treasurer - Job Posting
      - 7.4.3. Supernumerary Assistant Clerk-Treasurer – Contracts
      - 7.4.4. Supernumerary Road Coordinator - Hiring
      - 7.4.5. Supernumerary Administrative Assistants – Hiring
    - 7.5. BMO – Signing of Cheques
  - 8. ROADS**
    - 8.1. Agreement with the Municipality of Stukely-Sud concerning Summer Maintenance on Highland and Parc-des-Sapins – Renewal
  - 9. ENVIRONMENT**
  - 10. PUBLIC SECURITY**
    - 10.1. 2022 Annual Report – Revised Fire Safety Risk Coverage Plan – Adoption
    - 10.2. Security Committee – Appointment
    - 10.3. Municipal Emergency Preparedness Coordinator - Appointment
  - 11. HEALTH AND WELL-BEING**
    - 11.1. *Coopérative de soutien à domicile du Pays des vergers* – Application for financial assistance
    - 11.2. Families-Seniors Committee - Appointment
  - 12. LEISURE AND CULTURE**
  - 13. VARIA**
  - 14. SECOND QUESTION PERIOD**
  - 15. END OF SITTING**
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**022-0223**  
**CALL TO ORDER**

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

The mayor made some opening remarks.

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**023-0223**  
**ADOPTION OF THE AGENDA**

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

To adopt the agenda by adding the following item:

6.6 – Planning Advisory Committee - Resignation

Adopted unanimously

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**024-0223**  
**FIRST QUESTION PERIOD**

Council held a first question period. Mr. Paul Davignon submitted a document to the mayor.

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**025-0223**  
**APPROVAL OF MINUTES**

IT WAS MOVED BY Marie-Blanche Richer  
SECONDED BY Loren Allen  
AND RESOLVED:

To approve the minutes of the sitting of January 16, 2023.

Adopted unanimously

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**026-0223**  
**CORRESPONDENCE**

An acknowledgement of receipt from the *Office québécois de la langue française* of the resolution of January 16, 2023, confirming that the recognition obtained by the Municipality of West Bolton (bilingual status) will be maintained.

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**027-0223**  
**TOWN PLANNING**  
**REPORT OF THE HEAD OF TOWN PLANNING**  
**AND MUNICIPAL INSPECTOR**

The Head of Town Planning and Municipal Inspector presented his report for the month of January as well as a comparative report for the last three years.

January 2023  
Number of permits issued: 9  
Value of work: \$583,272.63

**028-0223**  
**TOWN PLANNING**  
**INTERMUNICIPAL TREE-FELLING AGREEMENT 2023-2025**

*The Head of Town Planning and Municipal Inspector presented the agreement.*

WHEREAS the Municipality of West Bolton wishes to use the forestry services offered by the Brome-Missisquoi RCM concerning the application of the provisions of the planning by-laws concerning tree felling.

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

To authorize the mayor and the director general to sign an intermunicipal agreement on forestry and the application of the 2023 – 2025 tree felling by-laws with the *Municipalité régionale de comté Brome-Missisquoi* and the other participating municipalities;

That the Head of Town Planning and Municipal Inspector be appointed as the representative of the Municipality on the management committee to be formed as per said agreement.

Adopted unanimously

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**029-0223**  
**TOWN PLANNING**  
**FOOD-PRODUCING MUNICIPALITY – ADOPTION OF THE ACTION PLAN**

*Councillors Nancy Lanteigne and Eddy Whitcher presented the process initiated regarding a food-producing municipality and the resulting action plan.*

WHEREAS the municipality received a grant from MAPAQ to develop an action plan and set up a monitoring committee to establish a food-producing community;

WHEREAS the municipality received the support and assistance of the CLD de Brome-Missisquoi to carry out the project;

WHEREAS elected officials have read the action plan;

WHEREAS the municipality wishes to collaborate in the implementation of the action plan;

IT WAS MOVED BY Marie-Blanche Richer  
SECONDED BY Loren Allen  
AND RESOLVED:

To adopt the food-producing community action plan.

To confirm that Mr. Eddy Whitcher and Mrs. Nancy Lanteigne are the elected officials responsible for following up of the food-producing community file.

Adopted unanimously

**030-0223**  
**TOWN PLANNING**  
**FOOD-PRODUCING MUNICIPALITY – SETTING UP OF A**  
**MONITORING COMMITTEE**

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

That the Municipality of West Bolton proceed with the creation of a monitoring committee as part of the food-producing community project.

To appoint the following persons as members of the Monitoring Committee:

- Sophie Benjamin, consumer representative
- Janic Gosselin, consumer representative
- Nancy Lanteigne, councillor
- Nathalie Rivard, representative of citizens involved in the biofood sector
- Christiane Tétreault, farmers' representative
- Eddy Whitcher, councillor
- The Director General or his representative, contact person

To entrust the committee with the following mandate:

- Represent actors and decision-makers in the field
- Actively participate in implementing the action plan
- Support the food-producing community approach

Adopted unanimously

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**031-0223**  
**TOWN PLANNING**  
**APPLICATION FOR CONDITIONAL**  
**USE #2210-013 TOURIST RESIDENCE**  
**COMPONENT – 6 PERSONS ROAD**

*The head of town planning submitted the application for conditional use.*

**Nature and effects of application #2210-013:**

The purpose of the application for conditional use is to allow the operation of a tourist residence for short-term rentals, based on the objectives and criteria identified in By-law No. 349-2018 on conditional uses involving tourist residences. The immediate neighbour supports the application.

**Identification of the site concerned:**

The site covered by this application is located at 6 Persons Road in West Bolton, on lot number 5 192 871 of the cadastre of Québec (registration number: 8908 18 8984) and located in zone RES-02.

The floor was given to anyone wishing to be heard.

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CONSIDERING the application to allow the residence at 6 Persons Road to operate as a tourist residence;

WHEREAS this application is complete and meets the requirements of By-law number 349-2018 respecting conditional uses involving 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 that Council, by Resolution No. 1122-021, approve this application subject to the filing of a document from the insurer confirming

that the proposed use is covered by the applicant's insurance policy;

WHEREAS this by-law allows for the revocation of a conditional use in the event of non-compliance;

WHEREAS a public notice has been given and a sign has been posted in a conspicuous place on the site covered by the application, 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 conditional use application #2210-013 and to allow the operation of a tourist residence at 6 Persons Road, for short-term rentals, based on the objectives and criteria set out in By-law number 349-2018 respecting conditional uses concerning tourist residences, on lot number 5 192 871 of the cadastre of Québec (registration number: 8908 18 8984) located in zone RES-02.

that this authorization be conditional:

- on the fact that the sorting and deposit of residual materials in bins must be carried out solely by the owner or his authorized representative, in accordance with the by-laws;
- on a responsible person residing in the territory of the Municipality or a neighbouring municipality (the owner or a person officially designated by the owner) ensuring compliance with municipal by-laws (nuisance, waste management, open fire, animals, etc.) by the tenants, and this person should be reachable by the Municipality if necessary;

The acting mayor called the vote:

In favour: Margarita Lafontaine, Loren Allen, Eddy Witcher, Gilles Asselin

Against: Marie-Blanche Richer, Nancy Lanteigne

IN FAVOUR: 4

AGAINST: 2

Adopted by majority vote

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**032-0223**  
**TOWN PLANNING**  
**PLANNING ADVISORY COMMITTEE - RESIGNATION**

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

To accept the resignation of Sylvie Laroche as a member and chair of the Planning Advisory Committee.

To thank her for her commitment as a volunteer on this committee and to highlight her professionalism.

Adopted unanimously

**033-0223**  
**ADMINISTRATION**  
**APPROVAL OF ACCOUNTS AND TRANSFERS**

IT WAS MOVED BY Margarita Lafontaine  
SECONDED BY Loren Allen  
AND RESOLVED:

To approve the list of accounts and transfers as of February 13, 2023, in the amount of \$382,497.67 and to authorize the director general to settle these accounts.

Adopted unanimously

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**034-0223**  
**ADMINISTRATION**  
**REPORT OF AUTHORIZED EXPENDITURES**

The director general tabled the report of authorized expenditures.

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**035-0223**  
**ADMINISTRATION**  
**SALE OF IMMOVABLES FOR NON-PAYMENT OF TAXES**

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

To initiate the procedure for the sale of immovables for non-payment of taxes for owners who, as of February 13, 2023, have not paid their tax arrears, including interest, for an amount greater than or equal to \$50.00 for the year 2021 and previous years, and to grant a deadline of March 10, 2023, for payments to be made.

Adopted unanimously

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**036-0223**  
**ADMINISTRATION**  
**HUMAN RESOURCES**  
**DIRECTOR GENERAL AND**  
**CLERK-TREASURER - HIRING**

*The Mayor explained the background and hiring process to fill the position of Director General and Clerk-Treasurer.*

CONSIDERING the opening of the position of the Director General of the municipality;

WHEREAS Council has chosen Mrs. Maike Storks;

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

THAT the Municipality of West Bolton proceed with the hiring of Mrs. Maike Storks, effective February 18, 2023, as Director General and Clerk-Treasurer under the conditions set out in the draft employment contract negotiated between the municipality and the latter;

THAT the Mayor and the director general be authorized, on behalf of the Municipality of West Bolton, to negotiate and sign any document to that effect.

Adopted unanimously

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**037-0223**  
**ADMINISTRATION**  
**HUMAN RESOURCES – ASSISTANT DIRECTOR GENERAL**  
**AND ASSISTANT CLERK-TREASURER – JOB POSTING**

WHEREAS the position of Assistant Director General and Assistant Clerk-Treasurer will be vacant effective February 18;

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

To post, as soon as possible, the permanent, full-time position of Assistant Director General and Assistant Clerk-Treasurer.

That a selection committee composed 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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**038-0223**  
**ADMINISTRATION**  
**SUPERNUMERARY ASSISTANT CLERK-TREASURER -**  
**CONTRACTS**

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

To accept the offer of service dated January 27, 2023, from Mr. Pierre Loiselle for a one-time assistance mandate (approximately 20 hours/week).

That Mr. Pierre Loiselle be appointed Supernumerary Assistant Clerk-Treasurer until March 31, 2023.

To accept the offer of service dated February 7, 2023, from Mr. Jean-François Grandmont, to assist the director general and Council during the transition period that is beginning, until the end of June at the latest.

That Mr. Jean-François Grandmont be appointed as Supernumerary Assistant Clerk-Treasurer during this period.

That they be covered by the liability insurance of the Municipality;

To finance this expenditure from the general account of the Municipality (current budget);

To authorize the mayor and the director general to give any directives and to sign any documents to that effect, as per the needs of the Municipality.

Adopted unanimously

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**039-0223**  
**ADMINISTRATION**  
**SUPERNUMERARY ROAD COORDINATOR - HIRING**

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

THAT the Municipality of West Bolton proceed with the hiring of Ms. Sylvie Laroche, effective February 15, 2023, as supernumerary road coordinator (approximately 10 hours/week) for a period of three months.

THAT the Mayor and the Director General be authorized, on behalf of the Municipality of West Bolton, to negotiate and sign any document to that effect.

Adopted unanimously

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**040-0223**  
**ADMINISTRATION**  
**SUPERNUMERARY ADMINISTRATIVE ASSISTANTS -**  
**HIRING**

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

THAT the Municipality of West Bolton proceed with the hiring of Mesdames Raf  lle Naud and Julie Brassard as part-time supernumerary administrative assistants until next April 3rd.

THAT the mayor and the director general be authorized, on behalf of the Municipality of West Bolton, to negotiate and sign any documents to that effect.

Adopted unanimously

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**041-0223**  
**ADMINISTRATION**  
**BMO - SIGNING OF CHEQUES**

IT WAS MOVED BY Marie-Blanche Richer  
SECONDED BY Nancy Lanteigne  
AND RESOLVED:

1. THAT all cheques in the general account of the Corporation be signed on behalf of the Corporation by either Denis Vaillancourt, Eddy Whitcher or Margarita Lafontaine and countersigned by Maïke Storks or Jean-Fran  ois Grandmont, (each being an "Authorized Signatory"), and they are authorized, on behalf of the Corporation, to do the following:
  - a) negotiate, deposit or transfer to the Bank of Montreal (the "Bank") (on behalf of the Corporation only) any bill of exchange, promissory note, cheque, payment instruction or other negotiable instrument, and for specific purposes endorse such instruments on behalf of the Corporation (by placing the stamp of the Corporation or otherwise);
  - b) reconcile, settle, pay and certify all the books and accounts of the Corporation with the Bank; and receive all paid cheques and coupons, unpaid and refused bills of exchange and other negotiable instruments;
  - c) obtain delivery from the Bank of all securities and bonds held in custody or otherwise by the Bank and issue a valid and binding receipt.

**REPEAL OF PREVIOUS RESOLUTIONS**

2. THAT any previous resolution or by-law, as the case may be, relating to the accounts designated in paragraph (A) 1 or to banking transactions, signing officers, members or any of the signing authorities, adopted by Council, the Assembly, Board of Directors or other governing body, as the case may be, of the Corporation and relating to the accounts designated in paragraph (A)1 held with the Bank prior to this resolution, is rescinded.



3. THAT this resolution or by-law, as the case may be, is irrevocable until a resolution repealing such resolution or a by-law amending such by-law, as the case may be, is adopted and a certified copy is provided to the Bank or to each branch or agency where the Corporation has an account.

Adopted unanimously

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**042-0223**  
**ROADS**  
**AGREEMENT WITH THE MUNICIPALITY OF SOUTH**  
**STUKELY CONCERNING SUMMER MAINTENANCE ON**  
**HIGHLAND AND PARC-DES-SAPINS - RENEWAL**

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

To accept the Municipality of South Stukely's offer to carry out summer maintenance on Highland Road and Parc-des-Sapins Road

To authorize the mayor and the director general to renew any intermunicipal agreement to that effect.

Adopted unanimously

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**043-0223**  
**ENVIRONMENT**

Nothing to discuss.

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**044-0223**  
**PUBLIC SECURITY**  
**FIRE SAFETY – ANNUAL REPORT**

WHEREAS the revised fire safety coverage plan for the Brome-Missisquoi RCM came into effect on July 1, 2016;

WHEREAS each municipality must file an annual report as prescribed by section 35 of the Fire Safety Act;

WHEREAS, in order to facilitate the drafting and compilation of the implementation of the fire safety risk coverage plan, an Excel file has been prepared with the following seven (7) tabs: Title Page, Summary, PI (Performance Indicator), PMO (Implementation Plan), Graph (Performance Indicator in Graphic Form), ISD-2003 and ISD-2003 (Vehicle). An eighth tab is added to the report of municipalities that have a fire department: Occupational accident-incident;

WHEREAS the 2021 annual activity report, Year 5, was completed by the Director of Public Security and Fire Department of the Town of Brome Lake for the Municipality of West Bolton;

WHEREAS the Municipality of West Bolton has read the Annual Activity Report 2022, Year 6;

IT WAS MOVED BY Marie-Blanche Richer  
SECONDED BY Loren Allen  
AND RESOLVED:

That the Municipality of West Bolton adopt the annual activity report 2022, Year 6, in connection with the revised Fire Safety Risk Coverage Plan and authorize its transmission to the Brome-Missisquoi RCM. The latter will consolidate all the annual reports of the municipalities of the

Brome-Missisquoi RCM and transmit them to the *Ministère de la Sécurité publique*.

Adopted unanimously

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**045-0223**  
**PUBLIC SECURITY**  
**SECURITY COMMITTEE – APPOINTMENT**

WHEREAS the Municipality of West Bolton established a security committee by Resolution 312-1222;

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

To appoint Councillor Marie-Blanche Richer as an additional member of the committee.

Adopted unanimously

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**046-0223**  
**PUBLIC SECURITY**  
**MUNICIPAL EMERGENCY PREPAREDNESS**  
**COORDINATOR – APPOINTMENT**

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

To appoint Mrs. Maike Storks as Municipal Emergency Preparedness Coordinator for the Municipality of West Bolton.

That Mr. Jean-François Grandmont temporarily assume the position of second deputy municipal emergency preparedness coordinator.

Adopted unanimously

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**047-0223**  
**HEALTH AND WELL-BEING**  
**COOPÉRATIVE DE SOUTIEN À DOMICILE DU PAYS DES**  
**VERGERS – APPLICATION FOR FINANCIAL ASSISTANCE**

WHEREAS the Coopérative de soutien à domicile du Pays des vergers has submitted an application for financial assistance to the Municipality of West Bolton;

WHEREAS the Cooperative offers services that allow citizens of the Brome-Missisquoi RCM to stay at home safely;

WHEREAS the services of the Cooperative are well aligned with the objectives of the Families and Seniors Policy;

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

To grant \$270 in financial assistance to the *Coopérative de soutien à domicile du Pays des Vergers*.

Adopted unanimously

**048-0223**  
**HEALTH AND WELL-BEING**  
**FAMILY-SENIORS COMMITTEE – APPOINTMENT**

WHEREAS the Municipality of West Bolton established a monitoring committee for the Family and Seniors Policy and its Action Plan with Resolution 074-0322;

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

To appoint Councillor Marie-Blanche Richer as a member of the monitoring committee.

Adopted unanimously

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**049-0223**  
**LEISURE AND CULTURE**

Nothing to discuss.

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**050-0223**  
**VARIA**

Nothing to discuss.

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**051-0223**  
**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.

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**052-0223**  
**END OF SITTING**

The agenda having been exhausted,

IT WAS MOVED BY Loren Allen  
SECONDED BY Marie-Blanche Richer  
AND RESOLVED UNANIMOUSLY

To end the sitting at 9:58 p.m.

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Jean-François Grandmont  
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 contained therein as per section 142 of the Municipal Code.