

CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, March 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 n° 1  
Loren Allen, Councillor n° 3  
Eddy Whitecher, Councillor n° 4  
Gilles Asselin, Councillor n° 5  
Nancy Lanteigne, Councillor n° 6  
The Councillors present formed a quorum.  
The sitting was presided over by Denis Vaillancourt, Mayor.

The following was absent:

Marie-Blanche Richer, Councillor n° 2

Also following were also present:

Maike Storks, Director General and Clerk-Treasurer  
Jules Varin, Head of Town Planning and Municipal Inspector

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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. Tabling of Planning Documents
    - 6.3. Request for Minor Exemption#2301-004 – 18 Tuer Road
    - 6.4. Request for Minor Exemption#2302-006 – 385 Brill Road
    - 6.5. Request for Minor Exemption #2301-001 – Site 17, Mount Foster Road – Lot 5 193 112 of the Cadastre of Québec
    - 6.6. Application for a Site Layout and Architectural Integration Plan (PIIA) # 2301-001 – Site 17, Mount Foster Road – Lot 5 193 112 of the Cadastre of Québec
    - 6.7. Application for a Site Layout and Architectural Integration Plan (PIIA) # 2301-002 – Lot 12, Paramount Road – Lot 6 351084 of the Cadastre of Québec
    - 6.8. Application for Conditional Use #2301-005 – 40 Glen Road
    - 6.9. Application for Renewal of an Authorization to the CPTAQ for Gravel/Sand Pit
    - 6.10. Request for Occupation of the Public Road for Filming
  - 7. ADMINISTRATION**
    - 7.1. Approval of Accounts and Transfers
    - 7.2. Report of Authorized Expenditures
    - 7.3. Deputy Director General and Deputy Clerk-Treasurer - Hiring
    - 7.4. CITAM – Offer of Service for Answering Municipal Calls
    - 7.5. Nov. 6, 2022 By-election – Lists of Donors and Expense Report - Tabling
    - 7.6. Objects for Disposal - Authorization
  - 8. ROADS**
    - 8.1. Call for Tenders 2023-02 - Granular Resurfacing Work on Stagecoach, Fuller, Argyll and Brill Roads - Contract
    - 8.2. 2023 Grading – Contract
  - 9. ENVIRONMENT**
  - 10. PUBLIC SECURITY**
  - 11. HEALTH AND WELL-BEING**
  - 12. LEISURE AND CULTURE**
  - 13. VARIA**
  - 14. SECOND QUESTION PERIOD**
  - 15. END OF SITTING**
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**053-0323**  
**CALL TO ORDER**

With the members in attendance at the opening of the sitting forming a quorum, the sitting was called to order by the mayor at 7:32 p.m.

The mayor made some opening remarks.

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**054-0323**  
**ADOPTION OF THE AGENDA**

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

To adopt the agenda after removing the following points:

6.5 Application for Minor Exemption #2301-001 – Site 17, Mount Foster Road – Lot 5 193 112 of the Cadastre of Québec

6.6 Application for a Site Layout and Architectural Integration Plan (PIIA) # 2301-001 – Site 17, Mount Foster Road – Lot 5 193 112 of the Cadastre of Québec

Adopted unanimously

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**055-0323**  
**FIRST QUESTION PERIOD**

The mayor revisited questions about CITAM.

Council held a first question period.

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**056-0323**  
**APPROVAL OF MINUTES**

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

To approve the English and French versions of the minutes of the sitting of February 13, 2023.

Adopted unanimously

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**057-0323**  
**CORRESPONDENCE**

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

Nothing new to add.

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**058-0323**  
**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 February.

February 2023

Number of permits issued: 9  
Value of work: \$100,960

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**059-0323**  
**TOWN PLANNING**  
**TABLING OF PLANNING DOCUMENTS**

The Head Town Planning and Municipal Inspector filed the following documents:

- List of permits and certificates active in the territory as of March 13, 2023;
- Minutes of the CCU sitting of January 23, 2023.

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**060-0323**  
**TOWN PLANNING**  
**REQUEST FOR MINOR EXEMPTION #2301-004 –**  
**18 TUER ROAD**

*The Head of Town Planning and Municipal Inspector presented the request:*

**Nature and effects of request #2301-004:**

The request for minor exemption seeks to reduce the front setback to less than 25 metres from the street, specifically to 5.15 metres, in order to allow for the expansion of the existing residence.

**Identification of the site concerned:**

The site covered by this request is located at 18 Tuer Road in West Bolton, on the property composed of lot number 6 520 282 of the cadastre of Québec (registration number: 8706-15-8039) and located in zones PRES-3 and RF-4.

The floor was given to anyone wishing to be heard.

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WHEREAS pursuant to sections 145.1 and following of the *Act respecting land use planning and development*, the request respects the objectives of the planning program, and does not affect the enjoyment by neighbouring owners of their right of ownership;

WHEREAS the Planning Advisory Committee recommends that Council, by Resolution No. 0123-005, approve this request;

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

To approve the request for minor exemption #2301-004 and to reduce the front setback to less than 25 metres from the street, i.e., to 5.15 metres, in order to allow the expansion of the residence located at 18, Tuer Road in West Bolton on lot 6 520 282 of the cadastre of Québec (registration number: 8706-15-8039);

Adopted unanimously

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**061-0323**  
**TOWN PLANNING**  
**REQUEST FOR MINOR EXEMPTION #230 2-006 –**  
**385 BRILL ROAD**

*The Head of Town Planning and Municipal Inspector presented the application:*

**Nature and effects of request #230 2-006:**

The request for minor exemption seeks to reduce the lateral setback to less than 15m from the property line, specifically to 8.40 meters to allow for the expansion of the existing residence.

**Identification of the site concerned:**

The site covered by this request is located at 385 Brill Road in West Bolton, on lot 5 192 745 of the cadastre of Québec (registration number: 8813-42-7431) and located in zone AF-1.

The floor was given to anyone wishing to be heard.

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WHEREAS pursuant to sections 145.1 and following of the *Act respecting land use planning and development*, the request respects the objectives of the planning program, and does not affect the enjoyment by neighbouring owners of their right of ownership;

WHEREAS the Planning Advisory Committee recommends by Resolution no. 0223-011 that Council approve this request;

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

To approve the application for minor exemption #2302-006 and to reduce the lateral setback to less than 15m from the property line, i.e. to 8.40 metres, in order to allow the reconstruction of the existing residence located at 385 Brill Road in West Bolton, on lot 5 192 745 of the cadastre of Québec (registration number: 8813-42-7431) and located in AF-1 area.

Adopted unanimously

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**062-0323**  
**APPLICATION FOR A SITE LAYOUT AND**  
**ARCHITECTURAL INTEGRATION PLAN (PIIA) #2301-0 02 –**  
**LOT 12, PARAMOUNT ROAD - LOT 6 351 084 OF THE**  
**CADASTRE OF QUÉBEC**

*The Head of Town Planning presented the PIIA application.*

WHEREAS the recommendation of the Planning Advisory Committee, number 0223-008, adopted at the sitting held on February 20, 2023, with respect to the project mentioned below has been forwarded to Council;

WHEREAS the project meets the objectives and criteria set out in By-law number 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 respect to the project mentioned below;

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 Gilles Asselin  
SECONDED BY Nancy Lanteigne  
AND RESOLVED:

To approve the application for a site layout and architectural integration plan (PIIA) #2023-002 and authorize a residential construction project at 87 Paramount Road (lot 12) on lot number 6 351 084 of the cadastre of Québec (registration number: 8910-98-7365), subject to compliance with municipal by-laws in force. All as represented in the plans and documents submitted in support of the application.

Adopted unanimously

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**063-0323**  
**TOWN PLANNING**  
**APPLICATION FOR CONDITIONAL**  
**USE #2301-005 TOURIST RESIDENCE**  
**COMPONENT – 40 GLEN ROAD**

*The Head of Town Planning presented the application for conditional use.*

**Nature and effects of application #2301-005:**

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 concerning tourist residences.

**Identification of the site concerned:**

The site covered by this application is located at 40 Glen Road in West Bolton, on lot number 5 192 462 of the cadastre of Québec (registration number: 8607-59-5710) and located in zone DESI-03.

The floor was given to anyone wishing to be heard.

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CONSIDERING the application to allow the residence at 40 Glen 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 concerning tourist residences, provided the name of a local guarantor residing in the territory of the Municipality or a nearby municipality is confirmed;

WHEREAS the Planning Advisory Committee recommends by Resolution No. 0223-010 that Council approve this application;

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 Eddy Whitcher  
SECONDED BY Nancy Lanteigne  
AND RESOLVED:

To authorize Application for Conditional Use #2 301-005 and allow the operation of a tourist residence at 40 Glen Road for short-term rentals, based on the objectives and criteria identified in By-law number 349-2018 respecting conditional uses concerning, specifically tourist residences, on lot number 5 192 462 of the cadastre of Québec (registration number: 8607-59-5710) located in zone DESI-03.

that this authorization be conditional:

- on the sorting and depositing of residual materials in bins 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 nearby municipality (the owner or a person officially designated by him) ensuring compliance with municipal by-laws (nuisance, waste management, open fire, animals, etc.) by tenants, and such a person should be reachable by the Municipality if necessary.

Adopted unanimously

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**064-0323**  
**TOWN PLANNING**  
**APPLICATION FOR RENEWAL OF AN AUTHORIZATION**  
**TO THE CPTAQ FOR GRAVEL/SAND PIT**

The Head of Town Planning explained the project.

WHEREAS the proposed project 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 Loren Allen  
 SECONDED BY Eddy Whitcher  
 AND RESOLVED:

To recommend to the *Commission de protection du territoire agricole* to renew the application for use for a purpose other than agriculture by Gestions R.M.J.A.M inc. on lot 5 192 419 of the cadastre of Québec located on Bolton-Pass Road, north of civic number 80.

Adopted unanimously.

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**065-0323**  
**VARIA**  
**REQUEST FOR OCCUPATION OF THE PUBLIC ROAD FOR**  
**FILMING**

Councillors Nancy Lanteigne and Eddy Whitcher declared their interest and did not participate in the adoption of this resolution.

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

To authorize the occupation of the road for filming purposes in accordance with the plan and schedule submitted to Council;

That a notice to this effect be published in the newsletter and the mayor and the director general be authorized to move the date if necessary.

Adopted unanimously (including a vote in favour by the mayor)

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**066-0323**  
**ADMINISTRATION**  
**APPROVAL OF ACCOUNTS AND TRANSFERS**

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

To approve the list of accounts and transfers as of March 9, 2023, in the amount of \$167,547.54 and to authorize the Director General to settle the accounts.

Adopted unanimously

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**067-0323**  
**ADMINISTRATION**  
**REPORT OF AUTHORIZED EXPENDITURES**

The Director General tabled the report of authorized expenditures.

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**068-0323**  
**ADMINISTRATION**  
**HUMAN RESOURCES**  
**DEPUTY DIRECTOR GENERAL AND**  
**DEPUTY CLERK-TREASURER**

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

CONSIDERING the favourable recommendation of the selection committee of Mrs. Livia Bienvenue;

WHEREAS Council has selected Mrs. Livia Bienvenue;

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

THAT the Municipality of West Bolton proceed with the hiring of Mrs. Livia Bienvenue;

THAT Mrs. Livia Bienvenue be appointed Deputy Director General and Deputy Clerk-Treasurer based on the conditions set out in the draft contract of employment negotiated between the municipality and the latter;

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

THAT Mrs. Livia Bienvenue will assume her duties on March 27, 2023.

Adopted unanimously

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**069-0323**  
**ADMINISTRATION**  
**CITAM – SERVICE OFFER FOR ANSWERING MUNICIPAL**  
**CALLS**

WHEREAS the municipality is currently in the process of reorganization;

WHEREAS the service currently offered by CITAM, a division of CAUCA, allows citizens to be in contact with the municipality 24/7 and to quickly transmit information to the persons concerned, whether they are members of the municipal team, elected officials or an organization responsible for providing a service;

WHEREAS this service will be improved in the coming months, in particular by simplifying the request processing system at CITAM, both by telephone and on the mobile application;

WHEREAS this simplification will allow CITAM staff to be able to transfer a call directly from a citizen who so wishes to a member of the organization during business hours;

WHEREAS CITAM, a division of CAUCA, is a not-for-profit organization;

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

To accept the service offer of CITAM, a division of CAUCA, for the outsourcing of municipal calls 24/7 and the Requests and Complaints software for a period of 2 years for a total amount of \$14,032.88 for the first year and \$20,562.20 for the second year;

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

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

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

Against: Nancy Lanteigne

IN FAVOUR: 4                      AGAINST: 1

Adopted by majority vote

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**070-0323**  
**ADMINISTRATION**  
**NOVEMBER 6, 2022 BY-ELECTION**  
**LIST OF DONORS AND EXPENSE REPORT –TABLING**

The Director General tabled forms DGE-1038 "List of donors and expense report" of the candidates in the by-election of November 6, 2022.

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**071-0323**  
**ADMINISTRATION**  
**OBJECTS FOR DISPOSAL - AUTHORIZATION**

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

To authorize the Director General to dispose of the broken or worthless objects mentioned in the list attached to this resolution.

Adopted unanimously

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**072-0323**  
**ROADS**  
**CALL FOR TENDERS 2023-02 – GRANULAR RESURFACING**  
**WORK ON STAGECOACH, FULLER, ARGYLL AND**  
**BRILL ROADS – CONTRACT**

WHEREAS the Municipality of West Bolton wishes to award a contract for work eligible for financial assistance under the Gas Tax Program and the Quebec contribution;

WHEREAS the Municipality has obtained seven proposals for this work as part of call for tenders #2023-02:



<b>CONTRACTORS</b>	<b>PRICE (TAXES INCLUDED)</b>
Excavation Désourdy Inc.	837 903,31 \$
Normand Jeanson Excavation Inc.	1 003 314,97 \$
Excavation G.A.L. Inc.	1 132 480,76 \$
Groupe Lapalme Inc.	1 208 081,65 \$
G.J. Ménard Landscaping Inc.	1 247 858,17 \$
Excavation St-Pierre et Tremblay Inc.	1 285 567,71 \$
Excavation Dominic Carey Inc.	1 411 489,90 \$

CONSIDERING the recommendation of Bruno Lortie, Engineer;

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

To award a contract to the lowest compliant bidder, namely Excavation Désourdy Inc., in the amount of \$837,903.31 (taxes included) in accordance with the terms of Call for Tenders 2023-02 – Granular resurfacing work on Stagecoach, Fuller, Argyll and Brill roads;

To finance this expenditure, net of tax rebates, from the municipality's general account and the Gas Tax and Quebec Contribution Program (TECQ);

To authorize the Mayor and the Director General to give any directives and sign any documents to that effect.

Adopted unanimously

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**073-0323  
 ROADS  
 2023 GRADING - CONTRACT**

WHEREAS the Municipality of West Bolton estimates the grading work to be carried out this year at approximately 250 hours;

WHEREAS it is essential to obtain a grading service for municipal roads for the year 2023 in order to ensure the safety of road users;

WHEREAS the proposed contractor has the personnel and equipment necessary to carry out quick and quality grading;

CONSIDERING the recommendation of the road committee to award a contract by mutual agreement for grading;

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

To accept the proposal by Normand Jeanson Excavation Inc. dated February 3, 2023, for grading services with an operator for the year 2023 at an hourly rate of \$200/hour plus taxes;

To authorize the Director General or the head of the roads department to give any directives to that effect for and on behalf of the Municipality;

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

Adopted unanimously

**074-0323  
ENVIRONMENT**

Nothing to discuss.

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**075-0323  
PUBLIC SECURITY**

Nothing to discuss.

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**076-0323  
HEALTH AND WELL-BEING**

Nothing to discuss.

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**077-0323  
LEISURE AND CULTURE**

Nothing to discuss.

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**078-0323  
VARIA**

Nothing to discuss.

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**079-0323  
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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**080-0323  
END OF SITTING**

The agenda having been exhausted,

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

To end the sitting at 10:05 p.m.

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Maïke Storks  
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 herein as per section 142 of the Municipal Code.