

CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, April 3, 2023, at 7:30 p.m. at the Town Hall located at 9 Town Hall Road, West Bolton, with interactive webcast.

The following were present:

Marguerite Lafontaine, Councillor n° 1

Marie-Blanche Richer, 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, and the sitting was presided over by Denis Vaillancourt, Mayor.

The following were also present:

Maike Storks, Director General and Clerk-Treasurer

Livia Bienvenue, Assistant Director General and Assistant Clerk-Treasurer

Jules Varin, Head of Town Planning and Municipal Inspector (left after point 089-0423)

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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. Inspector's Report
    - 6.2. Tabling of Planning Documents
    - 6.3. Planning Advisory Committee – Call for Applications
    - 6.4. Application for a Site Layout and Architectural Integration Plan (PIIA) #2301-003 – 92 Paramount Road – Lot 6 351 072 of the Cadastre of Québec
  - 7. ADMINISTRATION**
    - 7.1. Approval of Accounts and Transfers
    - 7.2. Report of Authorized Expenditures
    - 7.3. Human Resources – Supernumerary Administrative Assistant – Extension of Hiring
    - 7.4. Declaration of Pecuniary Interests
    - 7.5. Cybersecurity – Giraffe Conseils - Proposal
    - 7.6. Tax Sale – Appointment of a Representative
    - 7.7. Items for Disposal - Authorization
  - 8. ROADS**
    - 8.1. Granular Resurfacing Work on Stagecoach, Fuller, Argyll and Brill Roads – Monitoring
    - 8.2. Offer of Service for General Engineering Consulting Services
    - 8.3. Request for Review of Speed and Markings on Glen Road – Decision of the Ministry of Transport
    - 8.4. Local Road Assistance Program (PAVL) – 2022 Financial Assistance Agreement
    - 8.5. Ministry of Transport – Local Road Maintenance Assistance Program (PAERRL) – Basic Compensation for Municipalities - Certification
  - 9. ENVIRONMENT**
    - 9.1.** Drinking Water Sampling Campaign
    - 9.2.** Results of the 2022 Stream Water Quality Analysis– IDEC
  - 10. PUBLIC SECURITY**
  - 11. HEALTH AND WELL-BEING**
  - 12. LEISURE AND CULTURE**
  - 13. VARIA**
  - 14. SECOND QUESTION PERIOD**
  - 15. ADJOURNMENT OF SITTING**
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**081-0423**

**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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**082-0423**

**ADOPTION OF THE AGENDA**

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

To adopt the agenda by adding the item

12.1 Intermunicipal leisure activities – spring schedule

Adopted Unanimously

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**083-0423**

**FIRST QUESTION PERIOD**

Council held a first question period.

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**084-0423**

**APPROVAL OF MINUTES**

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

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

Adopted Unanimously

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**085-0423**

**CORRESPONDANCE**

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

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**086-0423**

**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 March.

March 2023  
Number of permits issued: 11  
Value of work: \$1,162,500.00

**087-0423**  
**TOWN PLANNING**  
**TABLING OF PLANNING DOCUMENTS**

The head of town planning and municipal inspector tabled the following documents:

- Inspector's report for March 2023
- The list of permits and certificates active in the territory as of April 3, 2023;

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**088-0423**  
**TOWN PLANNING**  
**PLANNING ADVISORY COMMITTEE - CALL FOR APPLICATIONS**

WHEREAS there is a vacancy for residents on the Planning Advisory Committee;

WHEREAS the Planning Advisory Committee shall consist of 7 voting members pursuant to sec. 3 of By-law 313-2016 respecting the Planning Advisory Committee;

IT WAS MOVED BY: Marie-Blanche Richer

SECONDED BY: Nancy Lanteigne

AND RESOLVED:

To call for applications to fill the vacancy on the Planning Advisory Committee.

Adopted Unanimously

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**089-0423**  
**APPLICATION FOR A SITE LAYOUT AND ARCHITECTURAL INTEGRATION PLAN (PIIA) #2301-003 – 92 PARAMOUNT ROAD - LOT 6 351 0 72 OF THE CADASTRE OF QUEBEC**

*The head of town planning presented the PIIA application.*

WHEREAS the following 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;

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;

WHEREAS the Planning Advisory Committee recommends that Council, by Resolution No. 0123-004, approve this application;

After study and consideration:

IT WAS MOVED BY: Gilles Asselin

SECONDED BY Loren Allen

AND RESOLVED:

To approve the application for a site layout and architectural integration plan (PIIA) #2301-003 and to authorize a project to expand a residence at 92 Paramount Road on lot number 6 351 0 72 of the cadastre of Québec (registration number 8910-77-2589), subject to compliance with municipal by-laws in force, and as per the plans and documents submitted in support of the application.

Adopted Unanimously

**090-0423**  
**ADMINISTRATION**  
**APPROVAL OF ACCOUNTS AND TRANSFERS**

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

To approve the list of accounts and transfers as of March 30, 2023, in the amount of \$197,928.05 and to authorize the Director General to settle the accounts.

Adopted Unanimously

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**091-0423**  
**ADMINISTRATION**  
**REPORT OF AUTHORIZED EXPENDITURES**

The Director General tabled the report of authorized expenditures.

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**092-0423**  
**ADMINISTRATION**  
**HUMAN RESOURCES – SUPERNUMERARY ADMINISTRATIVE ASSISTANT – EXTENSION OF HIRING**

WHEREAS Ms. Julie Brassard's contract as administrative assistant ends on April 30, 2023;

CONSIDERING THAT her work is impeccable and her relations with citizens are excellent;

CONSIDERING THAT her contract is part-time;

CONSIDERING THAT the municipal administration still needs administrative support for the coming months;

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

THAT the Municipality of West Bolton should extend the contract of Ms. Julie Brassard as part-time administrative assistant until June 30, 2023;

THAT the Mayor and the Director General be authorized to sign any documents to that effect.

Adopted Unanimously

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**093-0423**  
**ADMINISTRATION**  
**CYBERSECURITY – GIRAFFE CONSEILS - PROPOSAL**

CONSIDERING THAT the computer data of the Municipality of West Bolton are sensitive and confidential;

CONSIDERING THAT cyberattacks are constantly increasing with the use of information technologies;

CONSIDERING THAT, as per Bill 25, the Municipality must increase the level of cybersecurity protection of its computer system in order to protect information;

WHEREAS Girafe Conseils T.I. submitted two bids to offer IT data protection solutions with multi-factor authentication;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Nancy Lanteigne  
AND RESOLVED:

THAT the Municipality of West Bolton accept the March 23, 2023, proposal from Girafe Conseils T.I. estimated at \$3,035.00 before taxes for the implementation of new IT security measures and a monthly fee of \$762.30, before taxes, for Microsoft 365 products and the security package;

THAT the mayor and the director general be authorized to sign any documents to that effect.

Adopted Unanimously

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**094-0423**  
**ADMINISTRATION**  
**2023 TAX SALE – APPOINTMENT OF A REPRESENTATIVE**

WHEREAS the Municipality of West Bolton is recovering municipal debts by way of tax sales for 2023 through the Brome-Missisquoi RCM;

WHEREAS said sale of immovables in arrears of taxes to the Municipality of West Bolton will take place on June 8, 2023;

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

THAT the Director General, or in her absence, the Assistant Director General, be authorized for the purposes hereof to represent the Municipality of West Bolton at the tax sale to be held on June 8, 2023, at 10:00 a.m. at the Administrative Centre of the MRC Brome-Missisquoi located at 749, rue Principale in Cowansville;

THAT the Director General, or in her absence, the Assistant Director General, also be authorized to make the first bids for and on behalf of the Municipality of West Bolton.

Adopted Unanimously

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**095-0423**  
**ADMINISTRATION**  
**ITEMS FOR DISPOSAL - AUTHORIZATION**

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

THAT the Director General dispose of the broken or worthless items included in the list attached to this resolution.

Adopted Unanimously

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**096-0423**  
**ROADS**  
**GRANULAR RESURFACING WORK ON STAGECOACH,  
FULLER, ARGYLL AND BRILL ROADS - MONITORING**

WHEREAS the Municipality of West Bolton will carry out granular resurfacing work on Stagecoach, Fuller, Argyll and Brill roads as part of the 2023-02 call for tenders of the 2019-2023 TECQ Program;

WHEREAS supervision is necessary in order to ensure the quality of the work;

WHEREAS, after study, the road inspector recommends the services of Mr. Bruno Lortie, engineer;

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

THAT the Municipality of West Bolton accept the offer of service of Bruno Lortie, engineer, for an estimated amount of \$14,375.00, before taxes, for the supervision of the granular resurfacing work on Stagecoach, Fuller, Argyll and Brill roads related to call for tenders #2023-02 as part of the 2019-2023 TECQ Program;

THAT the Municipality of West Bolton finance this expenditure, net of tax rebates, from the general account of the Municipality and/or with any financial assistance program;

THAT the Director General and the Road Coordinator be authorized to issue any directives and sign any documents to that effect as required by the Municipality.

Adopted Unanimously

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**097-0423**  
**ROADS**  
**OFFER OF GENERAL ENGINEERING CONSULTING**  
**SERVICES**

CONSIDERING THAT the Municipality of West Bolton occasionally requires the advice of engineering consulting services for the development of various strategies to resolve the various problems related to its road network;

WHEREAS in response to a request the road coordinator, Mr. Bruno Lortie, engineer, submitted a budget proposal at the rate of \$110.00/hour with a mileage allowance of \$0.65/km;

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

THAT the Municipality of West Bolton accept the offer of services of Mr. Bruno Lortie, Engineer, dated March 24, 2023, at an hourly rate of \$110.00/hour plus \$0.65/km for travel for engineering consulting services;

THAT the Municipality of West Bolton should envisage a budget of \$6,000.00 before taxes for various requests requiring an evaluation by an engineer in connection with problems on the road network;

THAT the Director General or the Road Coordinator be authorized to sign any documents and give any directives to that effect, as per the needs of the Municipality.

Adopted Unanimously

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**098-0423**  
**ROADS**  
**REQUEST FOR REVIEW OF SPEED AND MARKINGS ON GLEN**  
**ROAD – DECISION OF THE MINISTRY OF TRANSPORT**

Councillors Gilles Asselin and Eddy Whitcher informed citizens of the decision of the Ministry of Transport concerning the request for a review of the speed and markings on Glen Road. They noted the key aspects of the decision, including the following:

- The speed limit will be reduced to 60 km/h on Glen Road for a distance of 1.2 km, starting from Route 243;
- The recommended speed in the sector with several successive curves will be modified to 45 km/h;

- "Respect your distance" signs will be added to raise motorists' awareness of potential encounters with cyclists;
- Markings at the intersection of Glen Road and Route 243 will be modified to advance the stop line.

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**099-0423**  
**ROADS**  
**LOCAL ROAD ASSISTANCE PROGRAM (PAVL) – 2022**  
**FINANCIAL ASSISTANCE AGREEMENT**

WHEREAS the Municipality of West Bolton has taken note of the terms and conditions for applying the component covered by the application for financial assistance submitted under the Maintenance Component of the 2022 Local Road Assistance Program (PAVL) and undertakes to respect them;

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

THAT the Mayor and the Director General be authorized to sign the 2022 financial assistance agreement with the Minister of Transport for the maintenance component of the Local Road Assistance Program (PAVL).

Adopted Unanimously

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**100-0423**  
**ROADS**  
**MINISTRY OF TRANSPORT – LOCAL ROAD MAINTENANCE**  
**ASSISTANCE PROGRAM (PAERRL) – BASIC COMPENSATION**  
**FOR MUNICIPALITIES - ATTESTATION**

WHEREAS the Ministry of Transport will pay compensation in the amount of \$256,452.00 for maintenance of the local road network for the 2022 calendar year;

WHEREAS the compensation paid to the Municipality is for the routine and preventive maintenance of local roads 1 and 2 as well as bridge elements located on these roads, for which the Municipality is responsible;

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

THAT the Municipality of West Bolton should inform the Ministry of Transport how compensation for the routine and preventive maintenance of local roads 1 and 2 as well as the bridge elements located on these roads, for which the Municipality is responsible, was used, in accordance with the objectives of the Local Road Maintenance Assistance Program (LRRAP).

Adopted Unanimously

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**101-0423**  
**ENVIRONMENT**  
**DRINKING WATER SAMPLING CAMPAIGN**

The mayor informed citizens that the Municipality of West Bolton was planning a drinking water sampling campaign in May that would give the population access at better rates. Details will be outlined in the newsletter in the coming weeks.

**102-0423**  
**ENVIRONMENT**  
**RESULTS OF THE 2022 STREAM WATER QUALITY ANALYSIS**  
**- IDEC**

Mr. Denis Vaillancourt, Mayor, presented the results of IDEC's stream water quality analysis for 2022.

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**103-0423**  
**PUBLIC SECURITY**

Nothing to discuss.

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**104-0423**  
**HEALTH AND WELL-BEING**

Nothing to discuss.

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**105-0423**  
**LEISURE AND CULTURE**  
**INTERMUNICIPAL RECREATION – SPRING 2023**  
**PROGRAMMING**

Councillor Marie-Blanche Richer shared information on inter-municipal recreational activities offered by the municipalities of Austin, East Bolton, Eastman, St-Étienne-de-Bolton, South Stokely, and Potton.

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**106-0423**  
**VARIA**

Nothing to discuss.

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**107-0423**  
**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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**108-0423**  
**ADJOURNMENT OF SITTING**

The agenda having been exhausted,

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

To adjourn the sitting at 8:46 p.m.

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Maike 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 therein as per section 142 of the Municipal Code.