

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, May 1, 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

Loren Allen, Councillor n° 3

Eddy Whitcher, Councillor n° 4

Gilles Asselin, Councillor n° 5

Nancy Lanteigne, Councillor n° 6

The councillors present formed a quorum, and the sitting was chaired by Denis Vaillancourt, Mayor.

The following were absent:

Marie-Blanche Richer, Councillor n° 2

The following were also present:

Maïke Storks, Director General and Clerk-Treasurer

Livia Bienvenue, Deputy Director General and Deputy Clerk-Treasurer

Jules Varin, Head of Town Planning and Municipal Inspector (left after item 123-0523)

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. TABLING OF THE FINANCIAL REPORT AND THE EXTERNAL AUDITOR'S REPORT FOR THE 2022 FISCAL YEAR**
- 4. FIRST QUESTION PERIOD**
- 5. APPROVAL OF MINUTES**
- 6. CORRESPONDENCE**
- 7. TOWN PLANNING**
 - 7.1. Inspector's Report
 - 7.2. Filing of Planning Documents
 - 7.3. Application for a Site Layout and Architectural Integration Plan (PIIA) # 2301-001 – 6 Mount Foster Road – Lot 5 193 112 of the Cadastre of Québec
 - 7.4. Planning Advisory Committee – Appointment
- 8. ADMINISTRATION**
 - 8.1. Approval of Accounts and Transfers
 - 8.2. Report of Authorized Expenditures
 - 8.3. BMO Signing Authority – Deputy Director General and Deputy Clerk-Treasurer
 - 8.4. By-law Number 390-2023 Establishing Rules for Budget Control and Monitoring and Delegating the Power to Authorize Expenditures – Notice of Motion, Tabling and Presentation of Draft
 - 8.5. Access to Information Officer - Appointment
 - 8.6. Municipal Ethics and Professional Conduct Training – Report to Council
 - 8.7. Human Resources – Supernumerary Road Coordinator – Extension of Hiring
- 9. ROADS**
 - 9.1. Granular Resurfacing Work on Stagecoach, Fuller, Argyll and Brill roads – Materials Control
 - 9.2. Request a Quote – Machinery
 - 9.3. Replacement of a Culvert on de la Tour Road – A Look Back at the Work Done
- 10. ENVIRONMENT**
- 11. PUBLIC SECURITY**
 - 11.1. Cost Sharing of the Fire Protection Service - Intermunicipal Agreement
 - 11.2. 9-1-1 Call Management – Service Contract
 - 11.3. Emergency Preparedness Week, May 7 to 13, 2023
- 12. HEALTH AND WELL-BEING**

12.1. Application for Financial Support – *Community Action* – Osteoporosis Classes, Sport Physio Plus Inc.

13. LEISURE AND CULTURE

14. VARIA

15. SECOND QUESTION PERIOD

16. ADJOURNMENT

114-0523
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 7:32 p.m.

The mayor made some opening remarks.

115-0523
ADOPTION OF THE AGENDA

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

To adopt the agenda by withdrawing the following item:

- 11.1 Cost Sharing of the Fire Protection Service - Intermunicipal Agreement

Adopted unanimously

116-0523
**TABLING OF THE FINANCIAL REPORT AND EXTERNAL
AUDITOR'S REPORT FOR THE 2022 FISCAL YEAR**

Ms. Christina Laflamme, from Raymond Chabot Grant Thornton, presented the reports. The Director General and Clerk-Treasurer tabled the 2022 financial report including the external auditor's reports for the 2022 fiscal year. A copy of the financial report and a summary of financial information was made available to the public on the Municipality's website.

117-0523
FIRST QUESTION PERIOD

Council held a first question period.

118-0523
APPROVAL OF MINUTES

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

To approve the English and French versions of the minutes of the April 3 and 14, 2023 sittings.

Adopted unanimously

119-0523
CORRESPONDENCE

Nothing to discuss.

120-0523
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 April.

April 2023
Number of permits issued: 9
Value of work: \$1,675,145.00

121-0523
TOWN PLANNING
FILING OF PLANNING DOCUMENTS

The Head of Town Planning and Municipal Inspector tabled the following documents:

- Municipal Inspector's Report for April 2023
- The list of permits and certificates active in the territory as of May 1, 2023

122-0523
TOWN PLANNING
APPLICATION FOR A SITE LAYOUT AND ARCHITECTURAL
INTEGRATION PLAN (PIIA) 2301-001 –MONT-FOSTER SECTOR –
6 MOUNT FOSTER ROAD (LOT 5 193 112)

The head of town planning presented the PIIA application for the construction of a new residence with a detached garage at 6 Mount Foster Road.

CONSIDERING the favourable opinion of the Planning Advisory Committee with respect to the project mentioned below;

WHEREAS the recommendation of the Planning Advisory Committee No. 0223-008, adopted at the February 20, 2023, sitting with respect to the project referred to 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;

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;

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

To approve PIIA application no. 2301-001 with respect to the construction of a new residence with a detached garage on lot no. 5 193 112 of the cadastre of Québec (registration number 9010-64-2446).

Adopted unanimously

123-0523
TOWN PLANNING
PAC APPOINTMENT

CONSIDERING the resignation of Sylvie Laroche from the Planning Advisory Committee;

CONSIDERING that there is a vacancy for residents for a period of 6 months;

CONSIDERING the four (4) applications received:

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

To appoint Mr. Tim Goforth to fill seat 5 to complete Ms. Laroche's term of 6 months renewable, if the member so wishes;

To highlight the very high quality of all applications received and to thank all those who applied, inviting them to apply again whenever there's a vacancy.

Adopted unanimously

Mr. Jules Varin left the sitting at 8.00 p.m.

124-0523
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 April 27, 2023, in the amount of \$176,815.18 and to authorize the Director General to settle the accounts.

Adopted unanimously

125-0523
ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES

The Director General tabled the report of authorized expenditures.

126-0523
ADMINISTRATION
BMO SIGNING AUTHORITY – DEPUTY DIRECTOR GENERAL
AND DEPUTY CLERK-TREASURER

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

THAT all cheques in the general account of the Municipality of West Bolton be signed on behalf of the Municipality of West Bolton by Denis Vaillancourt, Eddy Whitcher or Margarita Lafontaine, and countersigned by Maike Storks or Livia Bienvenue. Each of the aforementioned being an authorized signatory, is authorized on behalf of the Municipality of West Bolton, to do the following:

- negotiate, deposit or transfer to Bank of Montreal (the "Bank") (on behalf of the Municipality of West Bolton 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 Municipality (by placing a stamp of the Municipality of West Bolton or otherwise);

- reconcile, settle, and certify all books and accounts of the Municipality of West Bolton with the Bank; and receive all cleared cheques and coupons, unpaid and refused bills of exchange and other negotiable instruments;
- obtain delivery from the Bank of all securities, bonds and other securities held in custody or otherwise by the Bank and issue a valid and binding receipt.

REPEAL OF PREVIOUS RESOLUTIONS

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 authorized signatories, adopted by Council, the Assembly, the Board of Directors or other governing body, as the case may be, of the Municipality of West Bolton and relating to the accounts designated in paragraph (A)1 held with the Bank before this resolution is cancelled;

THAT this resolution or by-law, as the case may be, is irrevocable until a resolution repealing such resolution or by-law amending such by-law, as the case may be, is adopted and a certified copy is given to the Bank or to each branch where the Municipality of West Bolton has an account.

Adopted unanimously

127-0523
ADMINISTRATION
BY-LAW NUMBER 390-2023 ENACTING THE RULES FOR
BUDGETARY CONTROL AND MONITORING AND
DELEGATING THE POWER TO AUTHORIZE EXPENDITURES –
NOTICE OF MOTION, TABLING AND PRESENTATION OF
DRAFT

Notice of motion is given by Mr. Denis Vaillancourt, Mayor, to the effect that at a future sitting of Council will be presented for adoption By-law number 390-2023 enacting the rules of budgetary control and monitoring and delegating the power to authorize expenditures.

The mayor tabled draft by-law number 390-2023 enacting the rules of budgetary control and monitoring and delegating the power to authorize expenditures. A copy of the draft is appended to this notice.

Copies of the draft were made available to the public prior to the start of this session.

Mr. Denis Vaillancourt presented the draft:

- Draft By-law number 390-2023 establishes the budgetary control and monitoring rules that all officers and employees concerned must follow;
- It establishes the rules of responsibility and operation required to ensure that any expenditure to be incurred or effected by an officer or employee of the municipality is duly authorized after verification of the availability of the necessary appropriations;
- It also establishes the rules of monitoring and budgetary accountability that the director general and clerk-treasurer and those responsible for budgetary activities of the municipality must follow;
- It establishes the rules for delegation of spending authority that Council may order;
- It delegates to certain employees of the municipality the power to authorize any expenditure and to enter into contracts on behalf of the

municipality in the areas of jurisdiction determined and within the specified monetary limits.

128-0523

ADMINISTRATION

ACCESS TO INFORMATION OFFICER – APPOINTMENT

CONSIDERING that the current person in charge of access to information at the Municipality of West Bolton, Mr. Jean-François Grandmont, is leaving the municipal administration team;

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Loren Allen

AND RESOLVED

To appoint Ms. Livia Bienvenue, Deputy Director General, as the Access to Information Officer;

To appoint Ms. Maïke Storcks, Director General, as a substitute in the absence of the Access to Information Officer;

To authorize the mayor to sign any document to that effect.

Adopted unanimously

129-0523

ADMINISTRATION

TRAINING ON MUNICIPAL ETHICS AND PROFESSIONAL CONDUCT – REPORT TO COUNCIL

The Director General and Clerk-Treasurer mentioned that she had received the certificate of training in ethics and professional conduct in municipal affairs from Councillor Marie-Blanche Richer.

130-0523

ADMINISTRATION

HUMAN RESOURCES – SUPERNUMERARY ROAD COORDINATOR – HIRING EXTENSION

WHEREAS Sylvie Laroche's part-time contract as supernumerary road coordinator ends on May 15, 2023;

CONSIDERING THAT her work is impeccable;

CONSIDERING THAT the municipal administration still needs support regarding roads until a manager is hired;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Eddy Whitcher

AND RESOLVED

THAT the Municipality of West Bolton should extend the contract of Ms. Sylvie Laroche as a supernumerary road coordinator until August 15, 2023;

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

Adopted unanimously

131-0523
ROADS
CALL FOR TENDERS 2023-02 - GRANULAR RESURFACING OF
STAGECOACH, FULLER, ARGYLL AND BRILL ROADS –
MATERIALS CONTROL

WHEREAS the granular resurfacing work on Stagecoach, Fuller, Argyll and de Brill roads (Call for tenders 2023-02), as part of the 2019-2023 TECQ program, requires quality control of materials on site and laboratory tests upon request;

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

To accept the fee-based offer of service from Béton Optimal Inc. dated April 6, 2023, for quality control of materials, at an estimated amount of \$3,922.10 plus taxes;

To finance this expenditure from the general account of the municipality and/or any financial assistance program;

To authorize the director general or the Roads supervisor to give any direction and sign any documents to that effect.

Adopted unanimously

132-0523
ROADS
REQUEST QUOTE 2023-04 - MACHINERY

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

To accept proposals received as part of Request for Quotations 2023-04 for the one (1) year hourly lease of heavy machinery with an operator;

To authorize the Director General or the person responsible for roads to award contracts according to the needs of the municipality, in accordance with the delegation by-law and to sign any document to that effect.

Adopted unanimously

133-0523
ROADS
REPLACEMENT OF A CULVERT ON DE LA TOUR ROAD – A
LOOK BACK AT THE WORK DONE

The mayor informed citizens that emergency work to replace a culvert on de la Tour Road had been completed.

134-0523
ENVIRONMENT

Nothing to discuss.

135-0523
PUBLIC SECURITY
9-1-1 CALL MANAGEMENT – SERVICE CONTRACT

WHEREAS CAUCA operates a primary 9-1-1 call centre (hereinafter "9-1-1 Centre") as defined in section 52.1. of the Civil Protection Act;

WHEREAS CAUCA operates secondary emergency call centres, including a secondary centre handling calls requiring the intervention of the fire services, as defined by the Civil Protection Act;

WHEREAS CAUCA is a centre certified under the Civil Protection Act;

WHEREAS the current agreements with CAUCA expired on March 27, 2023;

WHEREAS the Municipality of West Bolton wishes to renew the mandate for the management of 9-1-1 calls within its territory with CAUCA;

WHEREAS no additional expenses are related to this contract for 2023;

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

To accept the renewal of the service contract entitled "9-1-1 Call Management" for a period of 5 years;

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

Adopted unanimously

136-0523
PUBLIC SECURITY
EMERGENCY PREPAREDNESS WEEK FROM MAY 7 TO 13, 2023

In view of Emergency Preparedness Week, the mayor reminded those present that emergency preparedness is everyone's business and that everyone must take risk-prevention measures. Citizens are invited to pay special attention to this matter.

137-0523
HEALTH AND WELL-BEING
APPLICATION FOR FINANCIAL SUPPORT – COMMUNITY
ACTION – OSTEOARTHRITIS PHYSIOTHERAPY COURSE,
SPORT PHYSIO PLUS INC.

WHEREAS Action Communautaire Lac-Brome is a non-profit organization that offers accessible local services to residents of West Bolton, including free physiotherapy courses to manage osteoarthritis given by Sport Physio Plus Inc.;

WHEREAS the services offered by Action Communautaire Lac-Brome are well aligned with the objectives of the West Bolton Families and Seniors Policy;

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

To provide \$250.00 in financial support to *Action Communautaire Lac-Brome* specifically for the physiotherapy courses project dedicated to osteoarthritis;

To finance this expenditure from the general account of the Municipality.

Adopted unanimously

138-0523
LEISURE AND CULTURE

Nothing to discuss.

139-0523
VARIA

Nothing to discuss.

140-0523
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.

141-0523
ADJOURNMENT OF THE SITTING

The agenda having been exhausted,

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

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

Maïke Storks
Director General and Clerk-Treasurer

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.