

**CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON**

Minutes of the Regular Council Sitting of the Municipality of West Bolton, held on Monday, December 4, 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:

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 councillors 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

The following attended remotely:

Jules Varin, Head of Town Planning and Municipal Inspector

Jules Varin left the sitting after item 6.5

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.** Filing of Planning Documents
 - 6.3. Application for Conditional Use #231-013 – Tourist Residence Component – 6 Paige Road**
 - 6.4. By-law 395-2023 Respecting Permits and Certificates– Adoption**
 - 6.5. Bylaw RM 460-2023 Respecting Peace, Order and Nuisance – Notice of Motion, Tabling and Presentation of Draft**
- 7. ADMINISTRATION**
 - 7.1.** Report of Authorized Expenditures
 - 7.2. 2023 Declarations of Pecuniary Interest – Tabling**
 - 7.3. Municipal Court – Support for the Town of Waterloo's Request for an Increase in Amounts Imposed for Statements of Offence**
 - 7.4. Closure of Town Hall during the Holiday Season**
 - 7.5. Human Resources – Performance Bonus - Director General and Clerk-Treasurer**
 - 7.6. By-law #396-2023 Respecting the Creation of Working Capital through the Appropriation of a Portion of the Accumulated Surplus - Notice of Motion, Tabling and Presentation of Draft**
- 8. ROADS AND INFRASTRUCTURE**
 - 8.1. Quebec Gas Tax and Contribution Program (TECQ) – Programming**
 - 8.2. Acquisition - Lots 5,193,078, 5,193,192, 5,193,512 and 5,193,513¹**
- 9. ENVIRONMENT**
 - 9.1. Waste Collection 2024 – Municipal Schedule**
 - 9.2. Collection of Bulky Items - 2024 – Non-renewal of Service**
 - 9.3. Financial Assistance Program in 2024 for Cloth Diaper Purchases – Renewal**
 - 9.4. COP15 Biodiversity Preservation – Request for Commitment**
- 10. PUBLIC SECURITY**
- 11. HEALTH & WELLNESS**
- 12. LEISURE & CULTURE**

¹ Lots on which Gauvin, Laporte and Appalaches roads are located

- 12.1. **West Bolton 2023 Photo Contest** – Winners Announced
13. **VARIA**
- 13.1. *Fondation BMP* – Donation
- 13.2. *Main dans la main* – Donation
- 13.3. *Au cœur des familles agricoles (ACFA)* – Donation
- 13.4. *Coopérative du Pays des vergers* - Donation
14. **SECOND QUESTION PERIOD**
15. **ADJOURNMENT**

1.
CALL TO ORDER

With the members of Council 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.

311-1223
2.
ADOPTION OF THE AGENDA

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

TO ADOPT the agenda

ADOPTED UNANIMOUSLY

3.
FIRST QUESTION PERIOD

Council held a first question period.

312-1223
4.
APPROVAL OF MINUTES

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

TO APPROVE the English and French versions of the minutes of November 6, 2023.

ADOPTED UNANIMOUSLY

5.
CORRESPONDENCE

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

6.1
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 November.

November 2023
Number of permits issued: 4
Value of Work: \$81,000.00

6.2
TOWN PLANNING
TABLING OF TOWN PLANNING DOCUMENTS

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

- Municipal Inspector's Report for November 2023;
- List of active permits and certificates in the territory as of December 4, 2023;
- Minutes of the CCU sittings of 21 August and 18 September 2023.

313-1223
6.3
TOWN PLANNING
APPLICATION FOR CONDITIONAL USE No. 2311-013 – TOURIST RESIDENCE
COMPONENT – 6 PAIGE ROAD

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

Nature and effects of the application:

The purpose of the application for conditional use is to allow the operation of a tourist residence for short-term rentals, as per the objectives and criteria outlined in By-law number 349-2018 respecting conditional uses, particularly concerning tourist residences.

Identification of the site concerned:

The site to which this application relates is located at 6 Paige Road in West Bolton, on lot number 5 662 867 of the cadastre of Québec (registration number: 8908-47-7266) and located in zone RES-2.

The floor was given to anyone who wished to be heard.

WHEREAS an application has been submitted to permit the operation of the residence at 6 Paige Road as a tourist residence;

WHEREAS this application is complete and meets the requirements of By-law #349-2018 respecting conditional uses, particularly for tourist residences;

WHEREAS the Planning Advisory Committee (PAC) recommends by its resolution No. 1123-032 that Council approve this application;

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

WHEREAS a public notice has been given and a sign has been placed at a conspicuous place on the site to which the application relates, as per section 145.33 of the *Act respecting land use planning and development*;

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

TO AUTHORIZE Application for Conditional Use No. 2311-013 and permit the operation of a tourist residence at 6 Paige Road for short-term rentals, as per the objectives and criteria outlined in By-law #349-2018 Respecting Conditional Uses particularly for tourist residences, on lot number 5 662 867 of the cadastre of Québec (registration number: 8908-47-7266) located in zone RES-2.

ADOPTED UNANIMOUSLY

314-1223

6.4

TOWN PLANNING

BY-LAW 395-2023 RESPECTING PERMITS AND CERTIFICATES – ADOPTION

WHEREAS draft by-law no. 395-2023 was adopted at the regular Council sitting of November 6, 2023, and whereas a notice of motion was given on the same date;

WHEREAS the Municipality has the power to adopt such a by-law as per the *Act respecting land use planning and development*;

WHEREAS this by-law does not contain a provision requiring approval by referendum;

WHEREAS the draft by-law has been sent to the RCM and is awaiting a technical certificate of conformity;

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

TO ADOPT By-law 395-2023 Respecting Permits and Certificates.

ADOPTED UNANIMOUSLY

6.5

TOWN PLANNING

**BYLAW RM 460-2023 RESPECTING PEACE, ORDER AND NUISANCE –
NOTICE OF MOTION, TABLING AND PRESENTATION OF DRAFT**

Notice of motion was given by Mr. Denis Vaillancourt, Mayor, to the effect that By-law RM 460-2023 Respecting Peace, Order and Nuisance will be presented for adoption at a future Council sitting.

The mayor tabled draft by-law RM 460-2023 Respecting Peace, Order and Nuisance. 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 the sitting.

7.1

ADMINISTRATION

REPORT OF AUTHORIZED EXPENDITURES

The Director General tabled the report of authorized expenditures.

315-2023
7.2
ADMINISTRATION
DECLARATIONS OF PECUNIARY INTEREST 2023 – FILING

All Councillors,

- Denis Vaillancourt
- Margarita Lafontaine
- Marie-Blanche Richer
- Loren Allen
- Eddy Whitcher
- Gilles Asselin
- Nancy Lanteigne

filed their declarations of pecuniary interest for the year 2023.

316-1223
7.3
ADMINISTRATION
MUNICIPAL COURT – SUPPORT FOR THE TOWN OF WATERLOO'S
REQUEST FOR AN INCREASE IN AMOUNTS IMPOSED FOR STATEMENTS OF
OFFENSE

WHEREAS the Town of Waterloo has a Municipal Court which serves ten (10) municipalities;

WHEREAS the last two fiscal years have shown deficits due, among other things, to Orders in Council increasing the income of judges, which are retroactive;

WHEREAS the amounts imposed for statements of offense are governed by the Department of Justice and whereas these fees do not increase at the same rate as the operating costs of the Municipal Courts;

WHEREAS it would be appropriate for offenders to assume an increased share of the services of the Municipal Courts through tickets issued.

IT WAS MOVED BY: Eddy Whitcher
SECONDED BY: Marie-Blanche Richer
AND RESOLVED

THAT Council supports the Town of Waterloo's request to the Department of Justice to substantially increase the amounts imposed for statements of offense issued to offenders.

THAT this resolution be forwarded to the *Union des Municipalités du Québec* and to the *Fédération québécoise des Municipalités*.

ADOPTED UNANIMOUSLY

317-1223

7.4

ADMINISTRATION

CLOSURE OF TOWN HALL DURING THE HOLIDAY SEASON

WHEREAS the Town Hall of the Municipality of West Bolton will be closed during the holiday season;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED

THAT the Council of the Municipality of West Bolton authorizes the closure of Town Hall from December 22, 2023, to January 7, 2024, inclusively.

ADOPTED UNANIMOUSLY

318-1223

7.5

ADMINISTRATION

HUMAN RESOURCES - PERFORMANCE BONUS - DIRECTOR GENERAL AND CLERK-TREASURER

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Margarita Lafontaine

AND RESOLVED

TO APPROVE the performance bonus of \$2,500 applicable to the salary of the Director General for the year 2024 as per her employment contract.

The mayor called for the vote:

Voted in favour: Margarita Lafontaine, Loren Allen, Eddy Whitcher, Gilles Asselin, Nancy Lanteigne

Against: Marie-Blanche Richer

IN FAVOUR: 5

AGAINST: 1

ADOPTED BY A MAJORITY

7.6

ADMINISTRATION

BY-LAW 396-2023 RESPECTING THE CREATION OF WORKING CAPITAL THROUGH THE APPROPRIATION OF A PORTION OF THE ACCUMULATED SURPLUS - NOTICE OF MOTION, TABLING AND PRESENTATION OF DRAFT

Notice of motion was given by Mr. Denis Vaillancourt, Mayor, to the effect that at a future Council sitting, By-law #396-2023 respecting the creation of working capital through the allocation of a portion of the accumulated surplus, will be presented for adoption.

The mayor tabled draft by-law #396-2023 respecting the creation of working capital through the allocation of a portion of the accumulated surplus. A copy of the proposal is appended to this notice.

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

319-1223

8.1

ROADS AND INFRASTRUCTURE

QUEBEC GAS TAX AND CONTRIBUTION PROGRAM (TECQ) - SCHEDULE

WHEREAS the Municipality has read the Guide respecting the terms and conditions for the payment of the government contribution under the Gas Tax and Quebec Contribution Program (TECQ) for the years 2019 to 2024;

WHEREAS the Municipality must comply with the terms and conditions of this guide that apply to it in order to receive the government contribution that was confirmed in a letter from the Minister of Municipal Affairs and Housing.

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED

THAT the Municipality undertakes to comply with the terms and conditions of the guide that apply to it;

THAT the Municipality undertakes to be solely responsible and to hold harmless the Government of Canada and the Government of Quebec and their ministers, senior officers, employees and agents from any and all liability for claims, demands, losses, damages and costs of any kind based on injury to or death of any person, damage to or loss of property attributable to a deliberate or negligent act resulting directly or indirectly from investments made with financial assistance obtained under the 2019-2024 TECQ program;

THAT the Municipality approves the content and authorizes that the attached work program no. 2 and all other documents required by the Ministry be sent to the *Ministère des Affaires municipales et de l'habitation* in order to receive the government contribution that was confirmed in a letter from the Minister of Municipal Affairs and Housing;

THAT the Municipality commits to sitting the minimum capital threshold imposed on it for all the five years of the program;

THAT the Municipality undertakes to inform the *Ministère des Affaires municipales et de l'habitation* of any changes that will be made to the work schedule approved by this resolution.

THAT the Municipality hereby certifies that the attached work program No. 2 includes actual incurred costs.

ADOPTED UNANIMOUSLY

320-1223

8.2

ROADS AND INFRASTRUCTURE

ACQUISITION - LOTS 5,193,078, 5,193,192, 5,193,512 and 5,193,513

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Marie-Blanche Richer

AND RESOLVED

TO AUTHORIZE the mayor and the Director General to negotiate and sign, free of charge, any contract to take possession of lots 5,193,078, 5,193,192, 5,193,512 and 5,193,513.

THAT this resolution repeals Resolution 284-1122 adopted on November 7, 2022.

ADOPTED UNANIMOUSLY

321-1223

9.1

ENVIRONMENT

WASTE COLLECTION FOR 2024 – MUNICIPAL SCHEDULE

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED:

TO APPROVE the 2024 Municipal Schedule appended to this resolution, which will be published in the December 2023 Municipal Newsletter, *La Source*, and on the Municipality's website.

ADOPTED UNANIMOUSLY

9.2

ENVIRONMENT

COLLECTION OF BULKY ITEMS IN 2024 – NON-RENEWAL OF SERVICE

The mayor, Mr. Denis Vaillancourt, informs the public that the collection service for bulky items will not take place in 2024. Residents will be able to bring their bulky items to the Cowansville ecocentre.

322-1223

9.3

ENVIRONMENT

2024 CLOTH DIAPER FINANCIAL ASSISTANCE PROGRAM – RENEWAL

WHEREAS more than 4,500 diapers are required to potty train;

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

WHEREAS today's cloth diapers are more modern and easier to care for thanks to the Velcro or snaps that have replaced pins;

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

IT WAS MOVED BY: Marie-Blanche Richer

SECONDED BY: Nancy Lanteigne

AND RESOLVED:

TO PROVIDE financial assistance of up to \$150 per child per calendar year to encourage the use of cloth 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 cloth diapers (e.g., cotton, hemp, bamboo);

TO AUTHORIZE reimbursement when conditions are met;

THAT this program ends on December 31, 2024. A new program will be considered as part of the preparation of the 2025 budget.

323-1223

9.4

ENVIRONMENT

COP15 PRESERVATION OF BIODIVERSITY – REQUEST FOR COMMITMENT

CONSIDERING that COP15 represents a unique moment for all levels of government to adopt an ambitious response to address the underlying causes of the biodiversity crisis;

WHEREAS there is an urgent need for action to halt the loss of biodiversity, the disappearance of endangered species and the destruction of unique ecosystems;

CONSIDERING the positive effects of nature on the health of populations;

CONSIDERING the conservation objectives of 30% of Québec's territory by 2030;

CONSIDERING THAT cities and municipalities, by virtue of the powers they possess in terms of land use planning and development, are key players in the preservation of biodiversity;

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Nancy Lanteigne

AND RESOLVED:

THAT the Municipality undertakes:

- **TO** inquire about the state of biodiversity on its territory and to ensure constant monitoring;
- **TO** give precedence to the preservation of biodiversity in territorial planning, in order to ensure that international targets in ecological connectivity and protection of the territory are met;
- **TO** participate in the effort to restore degraded ecosystems by prioritizing native species habitats, wetlands and riparian areas, and surrounding natural areas;
- **TO** support protected area projects in the territory, in order to achieve the target of 30% protection by 2030;
- **TO** protect the habitats of species at risk immediately, fully and sustainably;
- **TO** participate in ensuring better control of invasive alien species in order to limit or counter their progression, by focusing on cooperation and awareness;
- **TO** aim for the complete elimination of hazardous pesticides by 2030;
- **TO** prioritize solutions to promote access to natural environments for its citizens.

10.
PUBLIC SECURITY

Nothing to discuss.

11.
HEALTH & WELLNESS

Nothing to discuss.

12.
LEISURE & CULTURE
WEST BOLTON 2023 PHOTO CONTEST – WINNERS ANNOUNCED

The Assistant Director General and Assistant Clerk-Treasurer announced the winners of the 2023 West Bolton Photo Contest:

1st Prize – (\$250 value) - Jean-Marc Delacoste – *One Beautiful Day in January*
2nd Prize – (\$125 value) – Jacques André Dupont – *Canada Goose*
3rd Prize – (\$75 Value) – Philippe Roberge - *Sunset*

The prizes were awarded in the form of gift certificates from the *Collectif de Bolton-Ouest* to encourage local businesses. The Municipality received 44 photos from 15 participants. The selection was made blindly by three (3) members of the jury (two (2) elected officials and one (1) administrative employee).

The Municipality warmly thanked all the participants in the contest who thus contributed to the Municipality's image bank in order to boost its communications.

324-1223
13.1
VARIA
BMP FOUNDATION (BROME-MISSISQUOI-PERKINS HOSPITAL) –
DONATION

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

TO CONTRIBUTE \$1,250 to the BMP Foundation of the Brome-Missisquoi Hospital;

TO AUTHORIZE The mayor and the Director General to sign any document to that effect.

ADOPTED UNANIMOUSLY

325-1223
13.2
VARIA
MAIN DANS LA MAIN - DONATION

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

TO MAKE contribute \$350 to the Community Social Pediatrics Centre (CPSC) *Main dans la main*, in order to offer local services adapted to the needs of children in highly vulnerable situations in the community;

TO AUTHORIZE the mayor and the Director General to sign any document to that effect.

ADOPTED UNANIMOUSLY

326-1223

13.3

VARIA

AU CŒUR DES FAMILIES AGRICOLES (ACFA) - DONATION

IT WAS MOVED BY: Nancy Lanteigne

SECONDED BY: Eddy Whitcher

AND RESOLVED:

TO MAKE contribute \$500 to *Au cœur des familles agricoles* (ACFA) to help farmers experiencing difficulties;

TO AUTHORIZE The mayor and the Director General to sign any document to that effect.

ADOPTED UNANIMOUSLY

327-1223

13.3

VARIA

COOPÉRATIVE DU PAYS DES VERGERS - DONATION

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Margarita Lafontaine

AND RESOLVED:

TO MAKE contribute \$270 to the *Coopérative du pays des vergers* to provide home support such as personal care, light housekeeping and major cleaning;

TO AUTHORIZE the mayor and the Director General to sign any document to that effect.

ADOPTED UNANIMOUSLY

14.

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 prior to the start of the sitting.

328-1223

15.

ADJOURNMENT

The agenda having been exhausted,

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Marie-Blanche Richer

AND UNANIMOUSLY RESOLVED

TO adjourn the sitting at 9:14 p.m.

Maïke Storks, OMA
Director General and
Clerk-Treasurer

Denis Vaillancourt
Mayor

ATTESTATION

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