



No de résolution
ou annotation

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

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, January 22, 2024, at 7:30 p.m. at Town Hall, 9 Town Hall Road, West Bolton, with interactive webcast.

Attendees:

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 was absent:

Margarita Lafontaine, Councillor n° 1

The following were also present:

Maike Storks, Director General and Clerk-Treasurer

Jules Varin, Head of Town Planning and Municipal Inspector

Ève-Marie Jodoin, Regional Affairs Advisor - Estrie and Montérégie, Regional Affairs and Communities Directorate, Hydro Québec

Pascale Langelier, Business Process and Practices Advisor, Power Management Offer Development Department – Hilo, Hydro Québec

Ève-Marie Jodoin and Pascale Langelier left after item 3.1.

AGENDA

1. **CALL TO ORDER**
 2. **ADOPTION OF THE AGENDA**
 3. **PRESENTATION**
 - 3.1. **Hydro-Québec – Solution Hilo – Free Offer for West Bolton Residents**
 4. **FIRST QUESTION PERIOD**
 5. **APPROVAL OF MINUTES**
 6. **CORRESPONDENCE**
 7. **TOWN PLANNING**
 - 7.1. Report of the Head of Town Planning and Municipal Inspector
 - 7.2. Filing of Town Planning Documents
 - 7.3. **By-law RM 460-2023 Respecting Peace, Order and Nuisance – Adoption**
 8. **ADMINISTRATION**
 - 8.1. Approval of Accounts and Transfers
 - 8.2. Report of Authorized Expenditures
 - 8.3. **By-law 396-2023 Establishing Taxation for the Year 2024 – Adoption**
 - 8.4. **Offer of Accounting Support Services – Acceptance**
 - 8.5. Appointments for the Formation of Municipal Committees
 9. **ROADS AND INFRASTRUCTURE**
 - 9.1. **Human Resources – Supernumerary Roads Department Assistant – Hiring**
 - 9.2. **Town Hall – Ventilation and Air Conditioning System**
 10. **ENVIRONMENT**
 11. **PUBLIC SECURITY**
 - 11.1. **Canadian Red Cross Society – Disaster Services Agreement**
 12. **HEALTH & WELLNESS**
 13. **LEISURE & CULTURE**
 14. **VARIA**
 15. **SECOND QUESTION PERIOD**
 16. **ADJOURNMENT**
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**1.
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.

001-0124

**2.
ADOPTION OF THE AGENDA**

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

TO ADOPT the agenda.

ADOPTED UNANIMOUSLY

**3.
PRESENTATION
HYDRO-QUÉBEC – HILO SOLUTION – FREE OFFER FOR WEST BOLTON
RESIDENTS**

Ms. Eve-Marie Jodoin and Ms. Pascale Langelier of Hydro Québec presented the Solution Hilo program, which will be offered free of charge to citizens of West Bolton who wish to enroll in it between February 5 and 19, 2024.

**4.
FIRST QUESTION PERIOD**

Council held a first question period.

**002-0124
5.
APPROVAL OF MINUTES**

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

TO APPROVE the English and French versions of the minutes of December 11, 2023 (regular and special sittings).

ADOPTED UNANIMOUSLY

**6.
CORRESPONDENCE**

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



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**6.2
TOWN PLANNING
TABLING OF TOWN PLANNING DOCUMENTS**

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

- Municipal Inspector's Report for January 2024;
- The list of active permits and certificates in the territory as of February 19, 2024;

019-0224

6.3

**TOWN PLANNING
REQUEST MINOR EXEMPTION #2401-001 – 12 PAIGE ROAD**

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

Nature and effects of the request:

The request for a minor exemption is to be able to reduce the front setback to within 25 metres of the street, i.e. 21.51 metres, and the rear setback to 16.43 metres.

Identification of the site concerned:

The site to which this application relates is located on lot 5 192 9905 of the cadastre of Québec (registration number 8908-66-4148) located at 12 Paige Road in West Bolton in zone RES-1.

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

WHEREAS the Planning Advisory Committee recommended in its resolution no. 0124-002 to grant the minor exemption on lot 5 192 905;

WHEREAS the proposed location complies with the provisions of *By-law No. 268 Respecting Minor Exemptions* ;

WHEREAS the proposed site would not be detrimental to the natural environments of the area as demonstrated in the environmental characterization provided by the applicant;

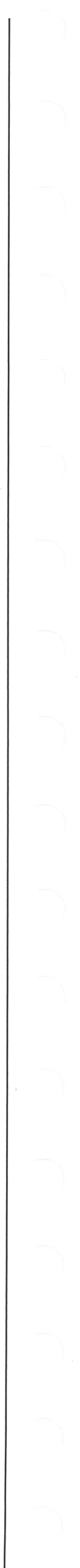
IT WAS MOVED BY: Gilles Asselin
SECONDED BY: Loren Allen
AND RESOLVED:

TO GRANT Minor Exemption No. 2401-001 for the reduction of the front setback from 25 m to 21.51 m and the rear setback from 25 m to 16.43 m.

ADOPTED UNANIMOUSLY



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**7.1
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 December 2023.

December 2023
Number of permits issued: 6
Value of work: N/A \$

**7.2
TOWN PLANNING
FILING OF TOWN PLANNING DOCUMENTS**

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

- December 2023 Municipal Inspector's Report;
- The list of active permits and certificates in the territory as of January 22, 2024;

**003-0124
7.3
TOWN PLANNING
BY-LAW RM 460-2023 RESPECTING PEACE, ORDER AND NUISANCE -
ADOPTION**

WHEREAS a notice of motion for By-law RM 460-2023 Respecting Peace, Order and Nuisance was given on December 4, 2023;

WHEREAS the draft by-law was tabled by the mayor at the Council sitting of December 4, 2023;

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

TO ADOPT By-law RM 460-2023 Respecting Peace, Order and Nuisance.

A copy of the by-law is attached to this resolution as an integral part thereof.

Copies of by-law were made available to the public prior to the start of the sitting.

Voted in favour: Loren Allen, Eddy Witcher, Gilles Asselin, Nancy Lanteigne

Against: Marie-Blanche Richer

IN FAVOUR: 4 AGAINST: 1

CARRIED BY A MAJORITY



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004-0124

8.1

**ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS**

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

TO APPROVE the list of accounts and transfers as of January 18, 2024, in the amount of \$325,678.10 and to authorize the Director General to settle the accounts.

ADOPTED UNANIMOUSLY

8.2

**ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES**

The Director General tabled the report of authorized expenditures.

005-0124

8.3

**ADMINISTRATION
BY-LAW 397-2023 ESTABLISHING TAXATION FOR THE YEAR 2024 –
ADOPTION**

WHEREAS a notice of motion for by-law 397-2023 establishing taxation for the year 2024 was given on December 11, 2023;

WHEREAS the draft by-law was tabled by the Mayor at the Council sitting of December 11, 2023;

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

TO ADOPT by-law 397-2023 establishing taxation for the year 2024.

A copy of the by-law is attached to this resolution as an integral part thereof.

Copies of the by-law were made available to the public prior to the start of the sitting.

ADOPTED UNANIMOUSLY

006-0124

8.4

**ADMINISTRATION
OFFER OF ACCOUNTING SUPPORT SERVICES - ACCEPTANCE**

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

TO ACCEPT the offer of services from the firm Solutions Municipales Josée dated January 18, 2024, for accounting services at an hourly rate of \$75.



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TO FINANCE this expenditure from the general account of the Municipality (current budget);

TO AUTHORIZE the Director General to issue any directives and sign any documents to that effect, as required by the Municipality.

ADOPTED UNANIMOUSLY

007-0124

8.5

ADMINISTRATION

APPOINTMENTS FOR THE FORMATION OF MUNICIPAL COMMITTEES

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Loren Allen

AND RESOLVED:

TO FORM the following committees for the year 2024 and approve the members of Council to serve on these committees as described below:

| Committee | Councillors |
|--------------------------|---|
| Agriculture and Forestry | Nancy Lanteigne Eddy Whitcher |
| Demolition | Gilles Asselin Marie-Blanche Richer Eddy Whitcher |
| Environment | Nancy Lanteigne Marie-Blanche Richer |
| Finance | Gilles Asselin Margarita Lafontaine |
| Town Hall | Gilles Asselin Margarita Lafontaine |
| Recreation and Culture | Nancy Lanteigne Marie-Blanche Richer |
| Human Resources | Gilles Asselin Margarita Lafontaine Nancy Lanteigne |
| Health & Wellness | Nancy Lanteigne Marie-Blanche Richer |
| Roads | Loren Allen Gilles Asselin Eddy Whitcher |

TO AUTHORIZE the mayor and the Director General and Clerk-Treasurer or their designate to serve on all committees of the Municipality.

ADOPTED UNANIMOUSLY

008-0124

9.1

ROADS AND INFRASTRUCTURE

HUMAN RESOURCES – SUPERNUMERARY ROADS DEPARTMENT

ASSISTANT - HIRING

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED:

TO PROCEED with the hiring of Mr. John Rhicard as a part-time supernumerary road assistant until March 31, 2024.



TO AUTHORIZE the mayor and Director General to negotiate and sign any documents to that effect on behalf of the Municipality of West Bolton.

ADOPTED UNANIMOUSLY

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009-0124

9.2

ROADS AND INFRASTRUCTURE

TOWN HALL – VENTILATION AND AIR CONDITIONING SYSTEM

WHEREAS renovations are required at Town Hall in order to optimize the functionality of the current space;

WHEREAS Town Hall does not currently have a ventilation and air conditioning system;

WHEREAS a ventilation and air conditioning improvement project is fully subsidized by the Financial Assistance Program for Municipal Buildings (PRABAM);

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Gilles Asselin

AND RESOLVED:

TO ACCEPT the bid of Climatisation Roger Demers Inc. for an estimated amount of \$10,095, before taxes, for the supply and installation of an air exchanger system, dehumidifier and wall-mounted heat pump;

TO AUTHORIZE the related electrical expenses;

TO FINANCE this expenditure from any financial assistance to be received and/or from the general account of the Municipality;

TO AUTHORIZE the Director General and the head of roads and infrastructure to issue any directives and sign any documents to that effect as required by the Municipality.

ADOPTED UNANIMOUSLY

10.

ENVIRONMENT

Nothing to discuss.

010-0124

11.1

PUBLIC SECURITY

CANADIAN RED CROSS SOCIETY – DISASTER SERVICES AGREEMENT

WHEREAS municipalities must take measures to ensure the protection of the life, health, and integrity of persons and property in the event of disasters, per several legislative texts, including the Civil Protection Act (C.Q.L.R., c.S-2.3) and the Municipal Code of Québec (R.L.R.Q., c.C-27.1);

WHEREAS the Canadian Red Cross Society is a not-for-profit humanitarian organization, and a full member of the International Red Cross and Red Crescent Movement, whose mission includes assisting individuals, groups, or communities affected by emergencies or disasters;

WHEREAS the Canadian Red Cross Society, through its resources, including a volunteer force, and its expertise, is likely to assist and support cities and



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municipalities as an auxiliary of public authorities in the event of disasters, subject to the availability of its human and material resources;

WHEREAS the Canadian Red Cross Society is recognized by the Quebec Ministry of Public Security for: (i) preparing and implementing services to disaster victims; and (ii) managing the inventory of emergency equipment owned by the Government of Quebec and available in the event of a Disaster;

WHEREAS the Parties wish to establish the terms and conditions under which the Canadian Red Cross Society will provide Services to Disaster Victims in the event of Disasters within the Town/Municipality;

WHEREAS, pursuant to paragraph 2.1 of the first paragraph of Section 938 of the Municipal Code of Québec, this Agreement is not subject to the tendering rules set out in Sections 935 and 936 of the same Act.

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

TO AUTHORIZE the mayor and the Director General to sign the Disaster Services Agreement between the Canadian Red Cross Society and the Municipality of West Bolton, effective March 17, 2024, that is appended to this resolution.

ADOPTED UNANIMOUSLY

**12.
HEALTH & WELLNESS**

Nothing to discuss.

**13.
LEISURE & CULTURE**

Nothing to discuss.

**14.
VARIA**

Nothing to discuss.

**15.
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.



011-0124
16.
ADJOURNMENT

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The agenda having been exhausted,

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

TO ADJOURN the sitting at 9:05 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.