



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, March 18, 2024, at 7:30 p.m. at Town Hall located at 9 Town Hall Road, West Bolton, with interactive webcast.

The following were present:

Margarita Lafontaine, Councillor n° 1  
Marie-Blanche Richer, Councillor n° 2  
Loren Allen, Councillor n° 3  
Gilles Asselin, Councillor n° 5  
Nancy Lanteigne, Councillor n° 6  
The councillors present formed a quorum, and the sitting was presided over by Eddy Witcher, acting mayor.

The following were absent:

Denis Vaillancourt, Mayor

The following was also present:

Maike Storks, Director General and Clerk-Treasurer

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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 Town Planning Documents
  7. **ADMINISTRATION**
    - 7.1. Approval of Accounts and Transfers
    - 7.2. Report of Authorized Expenditures
    - 7.3. Annual Contract Management Report
    - 7.4. Town Hall Project – Information Session on April 20, 2024
    - 7.5. Human Resources
      - 7.5.1. Director General and Clerk-Treasurer - Resignation
      - 7.5.2. Director General and Clerk-Treasurer – Job Posting
      - 7.5.3. Acting Director General and Clerk-Treasurer – Hiring
    - 7.6. Executive Consultant – Offer of Professional Services
  8. **ROADS AND INFRASTRUCTURE**
    - 8.1. Human Resources - Supernumerary Assistant, Roads – Contract Extension
    - 8.2. Roads and Infrastructure Consulting Services – Offer of Professional Services
    - 8.3. Grading – Contract Award
    - 8.4. Town Hall – Essential Renovations - Contract Award
  9. **ENVIRONMENT**
  10. **PUBLIC SECURITY**
    - 10.1. Revised Fire Safety Risk Coverage Scheme – Adoption of the Annual Report
  11. **HEALTH & WELLNESS**
  12. **LEISURE & CULTURE**
  13. **VARIA**
  14. **SECOND QUESTION PERIOD**
  15. **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 acting mayor at 7:30 p.m.

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**027-0324**

**2.  
ADOPTION OF THE AGENDA**

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

**TO ADOPT** the agenda.

**ADOPTED UNANIMOUSLY**

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**3.  
FIRST QUESTION PERIOD**

Council held a first question period.

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**028-0324**

**4.  
APPROVAL OF MINUTES**

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

**TO APPROVE** the English and French versions of the minutes of February 9 and 19, 2024.

**ADOPTED UNANIMOUSLY**

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**5.  
CORRESPONDENCE**

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

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**6.1  
TOWN PLANNING  
REPORT OF THE HEAD OF TOWN PLANNING AND MUNICIPAL INSPECTOR**

The Director General presented the report of the Head of Town Planning and Municipal Inspector for the month of February 2024.

February 2024  
Number of permits issued: 0  
Value of work: \$0.00

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**6.2**

2



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**TOWN PLANNING  
TABLING OF TOWN PLANNING DOCUMENTS**

The Director General tabled the following planning documents:

- February 2024 Municipal Inspector's Report;
- The list of active permits and certificates in the territory as of March 18, 2024;

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**029-0324**

**7.1**

**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 18, 2024, in the amount of \$224,151.26 and authorize the Director General to settle these accounts.

**ADOPTED UNANIMOUSLY**

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**7.2**

**ADMINISTRATION  
REPORT OF AUTHORIZED EXPENDITURES**

The Director General tabled the report of authorized expenditures.

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**7.3**

**ADMINISTRATION  
ANNUAL CONTRACT MANAGEMENT REPORT**

The Director General tabled the annual contract management report.

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**7.4**

**ADMINISTRATION  
TOWN HALL PROJECT – INFORMATION SESSION ON APRIL 20, 2024**

Councillor Margarita Lafontaine/the acting mayor announced that an information session on the Town Hall project will be held on April 20, 2024, at Buchanan Hall at the Centre Lac-Brome from 9:00 a.m. to 12:00 p.m.

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**7.5.1**

**ADMINISTRATION  
HUMAN RESOURCES – DIRECTOR GENERAL AND CLERK-TREASURER –  
RESIGNATION**

The acting mayor informed citizens that Mrs. Maïke Storks submitted her resignation from the position of Director General and Clerk-Treasurer on February 29. She will step down from her position on March 30, 2024. Senior management and Council are working together to ensure a smooth transition.



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030-0324

7.5.2

**ADMINISTRATION**

**HUMAN RESOURCES – DIRECTOR GENERAL AND CLERK-TREASURER – JOB POSTING**

**WHEREAS** the position of Director General and Clerk-Treasurer will be vacant as of March 31;

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

**TO INITIATE** a job posting as soon as possible for a permanent, full-time position of Director General and Clerk-Treasurer;

**TO SET UP** a selection committee composed of three elected officials who will evaluate applications received.

**ADOPTED UNANIMOUSLY**

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031-0324

7.5.3

**ADMINISTRATION**

**HUMAN RESOURCES – ACTING DIRECTOR GENERAL AND CLERK-TREASURER – HIRING**

**WHEREAS** the position of Director General and Clerk-Treasurer will be vacant as of March 31, 2024;

**WHEREAS** it is imperative to fill the position of Director General and Clerk-Treasurer;

**WHEREAS** the successful candidate has a wealth of experience in managing various municipal organizations;

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

**TO HIRE** Ms. Monique Pépin, effective April 8, 2024, as Acting Director General and Clerk-Treasurer;

**TO AUTHORIZE** the mayor or acting mayor to negotiate and sign any document to that effect.

**ADOPTED UNANIMOUSLY**

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032-0324

7.6

**ADMINISTRATION**

**EXECUTIVE CONSULTANT – OFFER OF PROFESSIONAL SERVICES**

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

**TO ACCEPT** the offer of service dated March 14, 2024, from Ms. Maïke Storks for a mandate to assist the Director General as of April 2, 2024, for the transition period that is underway;

**THAT** the contract to this effect be signed on or after April 2, 2024;

**THAT** Mrs. Maïke Storks be covered by the Municipality's liability insurance;



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

**TO AUTHORIZE** the mayor or acting mayor and the future Director General to issue any directives and sign any documents to that effect, as per the needs of the Municipality.

**ADOPTED UNANIMOUSLY**

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**033-0324**

**8.1**

**ROADS AND INFRASTRUCTURE  
HUMAN RESOURCES – SUPERNUMERARY ROAD ASSISTANT –  
EXTENSION OF EMPLOYMENT**

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

**TO EXTEND** the hiring of Mr. John Rhicard as a part-time supernumerary road assistant until December 31, 2024.

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

**ADOPTED UNANIMOUSLY**

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**034-0324**

**8.2**

**ROADS AND INFRASTRUCTURE  
ROADS AND INFRASTRUCTURE CONSULTING SERVICES – OFFER OF  
PROFESSIONAL SERVICE**

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

**TO ACCEPT** the offer of service dated January 14, 2024, from Mr. Martin St-Jacques of Mun-Xpert for a two-month mandate to provide consulting services in the area of roads and infrastructure;

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

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

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

Against: Marie-Blanche Richer

IN FAVOUR: 4                      AGAINST: 1

**ADOPTED BY A MAJORITY**



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035-0324

8.3

**ROADS AND INFRASTRUCTURE  
GRADING – CONTRACT AWARD**

**WHEREAS** the Municipality wishes to award a contract for the grading of its municipal roads for the year 2024;

**WHEREAS** quotes were solicited from three (3) grading contractors;

**WHEREAS** the request for quotes is valid for the year 2024;

**WHEREAS** the value of the contract is estimated based on an average of 225 hours annually, and hourly rates provided by contractors;

**WHEREAS** the bids received are as follows:

- **Excavation Stanley Mierzwinski Ltd.:** \$175/hour for an estimated total amount of \$39,375 before taxes
- **Excavation L.G. Inc. :** \$155/hour for an estimated total amount of \$34,875 before taxes
- **Normand Jeanson Excavation Inc.:** \$200/hour for an estimated total amount of \$45,000 before taxes

**WHEREAS** the lowest compliant bidder for the grading of municipal roads for the year 2024 is Excavation L.G. Inc. with an hourly rate of \$155/hour for an estimated total amount of \$34,875 before taxes;

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

**TO AWARD** a contract to Excavation L.G. Inc. for the grading of municipal roads for the year 2024 at an hourly rate of \$155/hour for a total estimated amount of \$34,875 before taxes;

**TO FINANCE** this expense from the general operating account of the Municipality.

**TO AUTHORIZE** the mayor or acting mayor and the Director General to issue any directives and sign any documents to that effect.

**ADOPTED UNANIMOUSLY**

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036-0324

8.4

**ROADS AND INFRASTRUCTURE  
TOWN HALL – ESSENTIAL RENOVATIONS – CONTRACT AWARD**

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

**WHEREAS** such work is eligible to be fully subsidized by the Financial Assistance Program for Municipal Buildings (PRABAM);

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

**TO ACCEPT** the bid of DEVCO Bâtitseur Inc. for an estimated amount of \$9,700 before taxes, to set up workspaces and a kitchen area;

**TO AUTHORIZE** the related electrician's and plumber's expenses;

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



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**TO AUTHORIZE** the Director General to issue any directives and sign any documents to that effect as per the needs of the Municipality.

**ADOPTED UNANIMOUSLY**

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**9.  
ENVIRONMENT**

Nothing to discuss.

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**037-0324  
10.1  
PUBLIC SECURITY  
REVISED FIRE SAFETY COVER PLAN – ADOPTION OF THE ANNUAL REPORT**

**WHEREAS** the revised fire safety cover plan for the Brome-Missisquoi RCM came into effect on July 1, 2016;

**WHEREAS** each municipality is required to produce an annual report, as required by section 35 of the Fire Safety Act;

**WHEREAS**, to facilitate the drafting and compilation of the implementation of the fire safety cover plan, an Excel file has been developed with seven (7) tabs: Title Page, Executive Summary, PI (Performance Indicator), PMO (Implementation Plan), Chart (Performance Indicator in Chart Form), DSI-2003 and DSI-2003 (Vehicle), and whereas an eighth tab is added to the report for municipalities that have a fire department: Workplace Accident-Incident;

**WHEREAS** the 2023 Year 7 annual report was completed by the Director of the Fire Department of the Municipality of West Bolton;

**WHEREAS** the Municipality of West Bolton has reviewed the 2023 Year 7 Annual Activity Report;

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

**THAT** the Municipality of West Bolton adopts the 2023 Year 7 Annual Activity Report in connection with the Revised Fire safety cover plan and authorizes the report to be sent to the Brome-Missisquoi RCM. The latter will consolidate all the annual reports of the municipalities of the Brome-Missisquoi MRC and send them to the Ministry of Public Security.

**ADOPTED UNANIMOUSLY**

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**11.  
HEALTH & WELLNESS**

Nothing to discuss.

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**12.  
LEISURE & CULTURE**

Nothing to discuss.



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**13.  
VARIA**

Nothing to discuss.

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**038-0324**

**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.

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**039-0324**

**15.  
ADJOURNMENT**

The agenda having been exhausted,

IT WAS MOVED BY: LOREN ALLEN  
SECONDED BY: Margarita Lafontaine  
AND UNANIMOUSLY RESOLVED

**TO ADJOURN** the sitting at 9:09 p.m.

*Maïke Storks*  
\_\_\_\_\_

**Maïke Storks**  
Director general and  
Clerk-Treasurer

*Eddy Whitcher*  
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**Eddy Whitcher**  
acting mayor

*par*  
*Mougué Pèpin*  
**INTERIM Director General &**  
**Clerk Treasurer**

**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.