



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

A regular Council sitting of Council of the Municipality of West Bolton, held on Monday, June 17, 2024, at 7:30 p.m. at the Town Hall located at 9 Town Hall Road, West Bolton, without interactive webcast due to technical issues.

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

Councillors present formed a quorum, and the sitting was presided over by Mr. Denis Vaillancourt, Mayor. The Acting Director General and Clerk-Treasurer, Ms. Monique Pépin, was also present, per the provisions of the Municipal Code of Quebec.

Three (3) other people were present at the session.

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. Tabling of the PAC Minutes of April 22, 2024
 - 6.2. Application for Conditional Use - 60 Stukely Road
 - 6.3. Purchase of Software for Permits
- 7. ADMINISTRATION**
 - 7.1. Approval of Accounts Paid and Payable
 - 7.2. Ellipse Cyber Insurance - Annual Premium Increase Option B \$1,500
POSTPONED
 - 7.3. Website – Redesign by Numérique.ca
 - 7.4. Request for Review of the *Act respecting municipal taxation* for Sûreté du Québec taxes
 - 7.5. Appalachian Corridor Agreement –Five (5)-Year renewal
 - 7.6. Creation of a committee to Revise the Employee Handbook
 - 7.7. Cleaning of the Exterior of the Municipal Building
 - 7.8. Purchase of a Bank of Hours with Infotech
 - 7.9. Extension of Probation Period
 - 7.10. Land Purchase Offer
 - 7.11. Purchase of IP Telephony
 - 7.12. Resignation of Mr. Jules Varin
- 8. ROADS AND INFRASTRUCTURE**
 - 8.1. Extension of Mr. Martin St-Jacques' Contract
 - 8.2. Contract Awarded for Culvert Replacement – Glen Road
 - 8.3. Deputy Head of Roads and Head of Off-hours Duty
 - 8.4. Arbeau Tree Services – Three Trees to be Felled
- 9. ENVIRONMENT**
 - 9.1 Support for Full Participation in the Collection of Organic Materials in Connection with the Project to Expand the Zone-Éco Composting Platform
- 10. PUBLIC SECURITY**
- 11. HEALTH AND WELL-BEING**



12. LEISURE AND CULTURE

13. VARIA

14. SECOND QUESTION PERIOD

15. ADJOURNMENT

**1.
CALL TO ORDER**

With the councillors present forming a quorum, the sitting was called to order by the mayor at 7:32 p.m.

**RESOLUTION NUMBER: 2024-06-360
2. ADOPTION OF THE AGENDA**

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

TO ADOPT the agenda as presented.

ADOPTED

**3.
FIRST QUESTION PERIOD**

Council held a first question period.

**4.
RESOLUTION NUMBER: 2024-06-361
APPROVAL OF THE MINUTES OF MAY 13, 2024**

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

TO APPROVE the English and French versions of the minutes of May 13, 2024.

ADOPTED

**5.
CORRESPONDENCE**

A copy of the correspondence received was forwarded to members of Council. Final payment for spring storm, April 15 and May 23, 2023 – \$32,633.65.

**6.1
TOWN PLANNING
TABLING OF THE PAC MINUTES OF APRIL 22, 2024**

The Acting Director General and Secretary-Treasurer tabled the minutes of the PAC sitting of April 22, 2024.



6.2
TOWN PLANNING
RESOLUTION NUMBER: 2024-06-362
APPLICATION FOR CONDITIONAL USE NUMBER 2403-0003
– 60 STUKELY ROAD

The Planning Advisory Committee received an application for conditional use to operate a tourist residence on lot 5 662 840 of the cadastre of Quebec (registration number 9016-69-8486).

Based on the criteria applicable to section 29 of By-law number 349-2018 respecting conditional uses for tourist residences, the Committee examined the application and believes that, based on the documents filed and the analysis thereof, the project meets the criteria set out by the by-law. Thus, based on these elements, a favourable recommendation should be submitted to Council.

WHEREAS the Planning Advisory Committee recommends that Council approve the application for conditional use.

WHEREAS the owner confirmed by telephone that the neighbour will be monitoring the tourist residence;

WHEREAS under the *Tourist Accommodation Act* the owner is required to provide the notice of compliance for a tourist accommodation establishment;

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

THAT Council approves the Planning Advisory Committee's recommendation No. 2403-0003.

ADOPTED

6.3
TOWN PLANNING
RESOLUTION NUMBER: 2024-06-363
6.3 PURCHASE OF SOFTWARE FOR PERMITS

WHEREAS this license will be used to invoice permits, and whereas the one-time cost is \$550;

WHEREAS the one-time cost to activate the license is \$175;

WHEREAS the recurring annual cost of the CESA program is \$137.50;

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

THAT Council approves the purchase and installation of this license in the amount of \$725 plus taxes and approves the recurring annual cost of \$137.50.

ADOPTED

RESOLUTION NUMBER: 2024-06-364
7.1 ADMINISTRATION
APPROVAL OF ACCOUNTS PAID AND PAYABLE

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



To **APPROVE** the list of accounts paid during the month in the amount of \$4,641.15 and the list of accounts payable in the amount of \$63,596.01 and to authorize the Director General to settle these accounts.

ADOPTED

**7.2 ADMINISTRATION
ELLIPSE CYBER RISK INSURANCE**

POSTPONED

RESOLUTION NUMBER: 2024-06-365

**7.3 ADMINISTRATION
WEBSITE – REDESIGN BY NUMÉRIQUE.CA**

WHEREAS Numérique.ca submitted a quote to replace the Municipality's website which is now obsolete;

WHEREAS the service offer is as follows:

- Programming, hosting & licensing package : \$4,065,00

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

THAT Council authorizes this website upgrade at a cost of \$4,065.00 plus taxes.

ADOPTED

RESOLUTION NUMBER: 2024-06-366

**7.4 ADMINISTRATION
REQUEST FOR REVIEW OF THE ACT RESPECTING MUNICIPAL TAXATION
FOR SÛRETÉ DU QUÉBEC TAXES – SUPPORT**

WHEREAS the Municipality of Upton, by resolution number 2024.04.81, requests support for a review of the *Act respecting municipal taxation* for Sûreté du Québec taxes;

WHEREAS under the *Act respecting municipal taxation*, the Government of Quebec may introduce taxes on *Sûreté du Québec* (SQ) services;

WHEREAS per the regulation intended for this purpose local municipalities must pay 50% of the cost of SQ services;

WHEREAS the tax burden on municipalities continues to increase;

WHEREAS local municipalities are subject to government decisions concerning the financing of the SQ;

WHEREAS local taxpayers are subject to increasing tax pressure due to this high contribution;

WHEREAS the SQ's tax rate is currently determined unilaterally, without consultation or consideration of the needs and financial capacities of municipalities;

THEREFORE

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



TO FORMALLY REQUEST the Government of Quebec to review the Act respecting municipal taxation relating to police services in order to reduce the tax burden imposed on municipalities for the financing of the *Sûreté du Québec*; and

TO TRANSMIT this resolution to the following bodies: the Ministry of Municipal Affairs; the Ministry of Labour, Employment and Social Solidarity; our MNA Mrs. Isabelle Charest; the Brôme-Missisquoi RCM, the *Association des Directeurs Municipaux du Québec*; the *Fédération Québécoise des Municipalités du Québec*; the *Union des Municipalités du Québec*; to the RCMs and Municipalities of Quebec.

The resolution should also be sent to the following email addresses: ministre@mam.gouv.qc.ca; 'Andre.Lamontagne.JOHN@assnat.qc.ca' <Andre.Lamontagne.JOHN@assnat.qc.ca>; ADMQ Reception <reception@adm.qc.ca>; info@fqm.ca; Jean Boulet (ministre@travail.gouv.qc.ca) <ministre@travail.gouv.qc.ca>; 'info@cptaq.gouv.qc.ca' <info@cptaq.gouv.qc.ca>;

ADOPTED

RESOLUTION NUMBER: 2024-06-367

7.5 ADMINISTRATION

APPALACHIAN CORRIDOR AGREEMENT – FIVE (5)-YEAR RENEWAL

WHEREAS Appalachian Corridor has acquired five lots named the Mount Foster Property;

WHEREAS Appalachian Corridor has carried out a series of solicitations to obtain the necessary funds (\$3,665,000) to support the conclusion of this conservation project and its development and has made a commitment in its own name to various funders;

WHEREAS the parties have worked together since the beginning of the project to ensure that each of the stages of the project can be carried out, in particular:

- By-law amendment to allow the reduction of the surface area of the lots;
- Social acceptance by residents in the immediate area;
- Negotiations with owners;
- Local fundraising;
- General orientation of the development project;

WHEREAS from the beginning of negotiations with the proponent and discussions with the municipalities, Appalachian Corridor has stated as a condition the municipalities' support for the management and enhancement of the site;

WHEREAS the parties have undertaken to restore access to the Mount Foster tower to the citizens of the region via a network of marked trails that are safe and respectful of the ecological integrity of the territory;

WHEREAS Corridor Appalachian has within its team biologists and trail planners for planning and implementation of work on hiking trails;

WHEREAS the tripartite partnership agreement signed in March 2021 is coming to an end;

WHEREAS the parties wish to confirm their agreement by signing a new five-year agreement, i.e. 2025 to 2029;

WHEREAS the management and development planning at Mount Foster for the Municipality of West Bolton is as follows:



	2025	2026	2027	2028	2029	TOTAL
Development	\$28,440	\$29 765	\$31 155	\$32 620	\$34 150	\$159 130
Management and monitoring	\$42775	\$44 815	\$46 960	\$49 215	\$51 575	\$235 340
Revenue	\$42 775	\$44 815	\$446 960	\$49 215	\$51 575	\$235 340
West Bolton's Share	\$12 140	\$12 720	\$13 330	\$13 970	\$14 640	\$66 800

WHEREAS the agreement is renewable every five (5) years;

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

THAT the Council of West Bolton approves these investments and authorizes the Mayor and Acting Director General to sign the said agreement.

ADOPTED

RESOLUTION NUMBER: 2024-06-368
7.6 ADMINISTRATION

CREATION OF A COMMITTEE TO REVISE THE EMPLOYEE HANDBOOK

WHEREAS the municipality wishes to avail itself of a handbook for employees of West Bolton;

WHEREAS this handbook summarizes the policies, procedures, and practices for permanent employees;

WHEREAS this handbook must be reviewed by a committee of the municipality;

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

THAT Council appoints Mr. Denis Vaillancourt, Mr. Eddy Whitcher, and Ms. Nancy Lanteigne to the committee to review this document, which will subsequently be approved by Council.

ADOPTED

RESOLUTION NUMBER: 2024-06-369
7.7 ADMINISTRATION

CLEANING OF THE EXTERIOR OF THE MUNICIPAL BUILDING

WHEREAS the municipal building needs a complete cleaning, i.e. a pressure wash;

WHEREAS Mr. John Leggat has offered his services at a rate of \$900 plus taxes to carry out this work;

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

THAT Council authorizes the cleaning of the municipal building at a cost of \$900 plus taxes.

ADOPTED



RESOLUTION NUMBER: 2024-06-370
7.8 ADMINISTRATION
PURCHASE OF A BANK OF HOURS WITH INFOTECH

WHEREAS the Municipality has to increase its bank of hours with the Infotech company;

WHEREAS the Acting Director General suggests an amount of \$1,000 for the purchase of this bank of hours;

WHEREAS this bank of hours is used for training and technical calls for problems with the system;

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

THAT Council authorizes the purchase of this bank of hours at a cost of \$1,000 plus taxes.

ADOPTED

RESOLUTION NUMBER: 2024-06-371
7.9 ADMINISTRATION
EXTENSION OF PROBATION PERIOD – ASSISTANT POSITION

WHEREAS the Acting Director General took up her post on April 8, 2024;

WHEREAS the probation period should have ended in May 2024;

WHEREAS Councillor Nancy Lanteigne and the Acting Director General have met with the person in charge of the Assistant position and have informed them that the probation period will be extended for a total period of six (6) months;

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

THAT Council authorizes the extension of the probation period to a total of six (6) months.

ADOPTED

RESOLUTION NUMBER: 2024-06-372
7.10 ADMINISTRATION
LAND PURCHASE OFFER

WHEREAS the Municipality of West Bolton wishes to acquire a portion of the land belonging to 125 56 821 Canada Inc. and designated as part of lot 6 374 889 of the cadastre of Quebec, registration division of Brome.

WHEREAS the area of this part of the lot shall be determined but shall not exceed 5,300 square metres or 57,049 square feet.

WHEREAS the Municipality wishes to purchase this portion of land for municipal purposes.

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

THAT Denis Vaillancourt, Mayor and Margarita Lafontaine, Councillor, be authorized to negotiate with 125 56 821 Canada Inc. a promise to purchase a lot not exceeding 5,300 square metres or 57,049 square feet.



THAT Mayor Denis Vaillancourt and Councillor Margarita Lafontaine shall return to Council with the seller's requirements and the offer to purchase which will be presented to Council for approval.

ADOPTED

**RESOLUTION NUMBER: 2024-06-373
7.11 ADMINISTRATION
PURCHASE OF IP TELEPHONY**

WHEREAS the Municipality has received a service offer from Informatique ASR to replace the municipality's telephone system with an IP telephony system;

WHEREAS telephone service would be improved;

WHEREAS the investment is \$950.50 plus taxes;

WHEREAS the monthly fee would be reduced by \$30;

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

THAT Council authorizes the purchase of an IP Phone System in the amount of \$950.50 plus taxes.

ADOPTED

**RESOLUTION NUMBER: 2024-06-374
7.12 ADMINISTRATION
RESIGNATION OF MR. JULES VARIN**

WHEREAS Mr. Jules Varin has submitted an official letter of resignation;

WHEREAS the official date of his resignation is July 8, 2024;

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

THAT Council would like to thank Mr. Varin for his work during his stay with us.

THAT Council wishes him well in his future endeavours.

ADOPTED

**RESOLUTION NUMBER: 2024-06-375
8.1 ROADS AND INFRASTRUCTURE
EXTENSION OF MR. MARTIN ST-JACQUES' CONTRACT**

WHEREAS the municipality has not hired a head of roads and infrastructure;

WHEREAS Mr. St-Jacques could offer a transition to explain the files in progress as well as future work;

WHEREAS the contract is expected to be extended until July 15, 2024;



IT WAS MOVED BY: Eddy Whitcher
SECONDED BY: Loren Allen
AGAINST: Marie-Blanche Richer
AND RESOLVED BY A MAJORITY

TO GRANT an extension of Mr. St-Jacques' contract until July 15, 2024.

TO FINANCE this expenditure from the general operating account of the Municipality;

TO AUTHORIZE the Director General and Secretary-Treasurer to proceed with payment upon receipt of supporting documents and approval from the Head of Roads and Infrastructure.

ADOPTED

**RESOLUTION NUMBER: 2024-06-376
8.2 ROADS AND INFRASTRUCTURE
CONTRACT AWARDED FOR CULVERT REPLACEMENT NUMBER 5038 –
GLEN ROAD**

WHEREAS the opening of tenders took place on June 6 at 11:15 a.m.;

WHEREAS the bidders are as follows:

- Excavation Dominic Carey Inc. 352 375.90 plus taxes
- Excavation Désourdy 397 748.00 plus taxes
- Excavation Gagnon et Frères Inc. 415,431.65 plus taxes
- Excavation N. Jeanson \$559,049.07 plus taxes
- Excavation M. Leclerc 491 252.00 plus taxes
- Excavation David Riddell 519 803.50 plus taxes
- Excavation St-Pierre et Tremblay Inc. \$367,096.24 plus taxes

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

THAT the engineer, Mrs. Johanne Brodeur, confirmed that the firm Excavation Dominic Carey Inc. correctly presented its call for tenders for the repair of culvert 5038 located on Glen Road.

THAT Council awards the contract to Excavation Dominic Carey Inc. in the amount of \$352,375.90 plus taxes.

THAT the award of this contract be valid only when the municipality has obtained the grant from the Ministry of Transport.

ADOPTED

**RESOLUTION NUMBER: 2024-06-377
ROADS AND INFRASTRUCTURE
8.3 ROADS ASSISTANT AND HEAD OF OFF-HOURS DUTY**

WHEREAS Mr. John Rhicard works for the municipality as the person in charge of off hours duty;

WHEREAS Mr. Rhicard also acts as deputy head of Roads;

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



THAT Council recognizes the work done by Mr. Rhicard on behalf of the Municipality and officially gives him the title of deputy head of Roads and person in charge of off-hours duty.

ADOPTED

**RESOLUTION NUMBER: 2024-06-378
ROADS AND INFRASTRUCTURE
8.4 TREE SERVICES – THREE TREES TO BE FELLED**

WHEREAS Arbeau Tree Services has prepared a tender for the felling of four (4) trees in the Duboyce cemetery;

WHEREAS three of these trees are along Bailey Road and they are rotten and represent a hazard to citizens who travel on Bailey Road;

WHEREAS the cost for the felling of these trees is as follows:

- 1st tree (smallest) \$600
- 2nd shaft (large forward lunge) \$1 700
- 3rd tree (very close to the path) \$1 200
- 4th tree located further away \$2 000

WHEREAS the fourth tree is further away in the cemetery;

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

THAT Council authorizes the felling of the first three trees for \$3,500 plus taxes.

ADOPTED

**RESOLUTION NUMBER: 2024-06-379
9. ENVIRONMENT**

9.1 SUPPORT FOR FULL PARTICIPATION IN THE COLLECTION OF ORGANIC MATERIALS IN VIEW OF THE EXPANSION PROJECT OF THE ZONE-ÉCO COMPOSTING PLATFORM

WHEREAS the Government of Quebec set out its objectives in 2020, through its Organic Matter Recovery Strategy, aimed at:

- Implementing organic materials management on 100% of the municipal territory by 2025;
- Managing organic materials in 100% of industries, businesses and institutions by 2025.

WHEREAS Zone-Éco is considering, for 2026, the expansion of its composting platform in order to accommodate organic materials that are not currently recovered in its service territory, i.e. those generated by industries, businesses and institutions, multi-dwelling units and all new residential occupancy units;

WHEREAS the said Zone-Éco project is in accordance with the objectives of the Government of Quebec mentioned above and the Residual Materials Management Plan of the Brome-Missisquoi RCM;

WHEREAS Zone-Éco has submitted its project to the Program for the Treatment of Organic Matter by Biomethanization and Composting (PTMOBC) of the *Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs* (MELCCFP);



WHEREAS the Brome-Missisquoi RCM will collaborate by facilitating the participation of stakeholders in the said project within the framework of its competencies and by proposing a communication plan to Zone-Éco in connection with the said project;

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

That the Municipality of West Bolton undertakes to serve 100% of the residential occupancy units and multi-unit dwellings on its territory, by assimilating them to its municipal collections or by contract with private companies;

That the Municipality of West Bolton should adopt a by-law to encourage ICIs to bring their organic waste, not currently recovered, to the Zone-Éco composting platform.

ADOPTED

**10.
PUBLIC SECURITY**

Nothing to discuss.

**11.
HEALTH AND WELL-BEING**

Nothing to discuss.

12. LEISURE AND 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.

Council answered all questions asked by citizens.

Copies of the agenda were made available to the public before the start of the sitting.

RESOLUTION NUMBER: 2024-06-380

16. CLOSING OF THE SESSION

The agenda having been exhausted,

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

TO ADJOURN the sitting at 8:49 a.m.



Denis Vaillancourt
Mayor

Monique Pépin
Acting Director General and
Clerk-Treasurer

I, Denis Vaillancourt, Mayor of West Bolton, certify that the signing of these minutes is equivalent to the signing of all the resolutions contained therein as per Section 142 of the Municipal Code of Québec.