



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

A special sitting of the Council of the Municipality of West Bolton held on Wednesday, July 3, 2024, at 9:00 a.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
Gilles Asselin, Councillor No. 5
Nancy Lanteigne, Councillor No. 6

THE FOLLOWING WAS ABSENT:

Eddy Whitcher, Councillor No. 4

The 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.

Seven (7) other people were present at the session.

AGENDA

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA
3. ADMINISTRATION
 - 3.1 PROMISE TO PURCHASE FOR A LOT WITH A MAXIMUM AREA OF 57,049 SQUARE FEET AS WELL AS THE COUNTER OFFER
 - 3.2 AUTHORIZATION FOR BANK TRANSFER TO THE NOTARY'S TRUST ACCOUNT
 - 3.3 APPOINTMENT OF THE PERSON AUTHORIZED TO ISSUE TICKETS AND ENFORCE MUNICIPAL BY-LAWS
 - 3.4 AGREEMENT WITH THE FQM – FOR RECRUITING:
 - ASSISTANT CLERK-TREASURER
 - HEAD OF ROADS AND INFRASTRUCTURE
 - 3.5 PURCHASE OF A COMPUTER
 - 3.6 HIRING OF AN ACCOUNTANT (PART-TIME) PASCAL LEMELIN
- 4 QUESTION PERIOD
- 5 ADJOURNMENT

**1.
CALL TO ORDER**

With the councillors present forming a quorum, the sitting was called to order by the mayor at 9:05 a.m.

**RESOLUTION NUMBER: 2024-07-381
2. ADOPTION OF THE AGENDA**

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

TO ADOPT the agenda as presented.

ADOPTED



3) ADMINISTRATION

3.1 RESOLUTION NUMBER: 2024-07-382

PROMISE TO PURCHASE FOR A LOT WITH A MAXIMUM AREA OF 57,049 SQUARE FEET

WHEREAS the municipality's offices require major work to be carried out in order to increase the surface area of the current building;

WHEREAS the municipality is considering the possibility of proceeding with the construction of a new municipal office, including a well, a leaching field, a parking lot and, in the long term, a municipal garage;

WHEREAS in accordance with section 14.2 of the *Municipal Code of Québec*, the Municipality may own immovables (land) for the purpose of a land reserve;

WHEREAS to the extent that certain conditions are met, the municipality considers it appropriate to proceed with the acquisition of a portion of the immovable (land) known and designated as part of lot 6 374 889 of the Cadastre du Québec, registration division of Brome, of an area to be determined, but not exceeding 5,300 square metres or 57,049 square feet;

WHEREAS the acquisition of this part of the immovable (land) is conditional on the municipality obtaining all the authorizations from the CPTAQ required to complete this alienation and the authorization of the CPTAQ to carry on a non-agricultural use on this immovable (land);

WHEREAS to the extent that certain conditions are met, the owner has agreed to sell part of the immovable (land) mentioned above for \$1.40/square foot;

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

To APPROVE the promise to purchase that is attached to this resolution to form an integral part thereof.

To AUTHORIZE the Mayor and the Acting Director General to sign this promise to purchase as well as any document necessary for its implementation, including those required to obtain authorizations from the CPTAQ, if necessary.

ADOPTED

3.2 RESOLUTION NUMBER: 2024-07-383

AUTHORIZATION FOR BANK TRANSFER TO THE NOTARY'S TRUST ACCOUNT

WHEREAS the offer to purchase mentions the following:

Within three (3) business days following the acceptance of this Promise to Purchase by the Seller, the Purchaser will make a bank transfer for TEN THOUSAND DOLLARS (\$10,000.00) to the trust account of the Buyer's notary (the "Notary"). The latter will deposit the balance of the Purchase Price by bank transfer to the notary's trust account before the signing of the Concluding Act. If this Promise to Purchase is cancelled, the Deposit will be returned to the Purchaser.

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

THAT this bank transfer be made within three (3) business days of the acceptance of the Promise to Purchase.



THAT Council authorizes the Acting Director General and Clerk-Treasurer to request the notary of the Municipality to provide the bank details to make this transfer in trust to the firm Cain Lamarre in the amount of \$10,000.

ADOPTED

**3.3 RESOLUTION NUMBER: 2024-07-384
APPOINTMENT OF THE PERSON AUTHORIZED TO ISSUE TICKETS AND
ENFORCE MUNICIPAL BY-LAWS**

WHEREAS the head of town planning and municipal inspector is officially quitting on July 8, 2024;

WHEREAS the Municipality had a summer contract with Ms. Annie Brousseau as municipal building and environmental officer;

WHEREAS the municipality wishes to amend this contract for an indefinite period;

WHEREAS the municipality will post this position in the coming months;

WHEREAS section 147 of the *Code of Penal Procedure* (R.S.Q., c. C-25.1), which deals with the issuance of statements of offence, provides that a prosecutor must designate in writing the persons authorized to issue statements of offence and to enforce municipal by-laws on its behalf;

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

THAT the Council of the Municipality of West Bolton designates Mrs. Annie Brousseau, Municipal Building and Environmental Officer, as the designated officer for the purpose of administering and enforcing the following by-laws:

- Zoning By-law number 264-2008
- Subdivision By-law number 265-2008
- Building By-law Number 266-2008
- Permits and Certificates By-law number 395-2023
- By-law respecting the conditions for the issuance of a building permit number 326-2008
- Site Planning and Architectural Integration By-law (SPAIP) number 359-2019
- By-law number 349-2018 respecting conditional uses for tourist residences
- By-law number 268 concerning minor exemptions
- By-law number 393-2023 governing the demolition of buildings
- By-law number 460-2015 concerning peace, order and nuisances
- And any other by-laws applicable to the position.

ADOPTED

**3.4 RESOLUTION NUMBER 2024-07-385
AGREEMENT WITH THE FQM – FOR HUMAN RESOURCES**

WHEREAS the *Fédération québécoise des municipalités* offers municipalities the services of human resources and labour relations management services, as well as legal services;



WHEREAS the Municipality of West Bolton is seeking staff for the positions of Deputy Clerk-Treasurer and Roads and Infrastructure Officer;

WHEREAS the Municipality of West Bolton is a member of the *Fédération québécoise des municipalités* (the "FQM");

WHEREAS the hourly rates for professionals in these services set for the year 2024 range from \$135 to \$215;

CONSIDERING the opportunity for the Municipality to benefit from support in human resources and labour relations;

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

THAT the Municipality of West Bolton mandates the Human Resources and Labour Relations department as well as the Legal department of the FQM to advise and support it, where necessary, in matters of human resources and labour relations, at the hourly rates in effect.

THAT the FQM should start the postings for the recruitment of these positions as soon as possible.

ADOPTED

**3.5 RESOLUTION NUMBER 2024-07-386
PURCHASE OF A COMPUTER**

WHEREAS the municipality has received a proposal for services for the purchase of a computer and the quote reads as follows:

❖	Lenovo Tiny	\$695,00
❖	TP-Link Archer Nano USB Wifi Bluetooth adapter	\$0,00
❖	Package - Preparation of the station	\$275,00
❖	Shipping	25,00

CONSIDERING that the cables may not be compatible, an amount of \$39.95 will have to be budgeted per cable;

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

THAT the Municipality authorizes the purchase of this computer for \$995.00 plus taxes.

THAT the Municipality also authorizes the replacement of incompatible cables.

ADOPTED

**3.6 RESOLUTION NUMBER 2024-07-387
HIRING OF AN ACCOUNTANT (PART-TIME) MR. PASCAL LEMELIN**

WHEREAS the municipality needs the services of an accountant to perform accounting tasks;

WHEREAS Mr. Lemelin will work for the municipality one day per week to ensure seamless accounting service and thus provide members of Council with monthly, quarterly and annual reports, and work with management during the development of the budget;

IT WAS MOVED BY: Margarita Lafontaine



SECONDED BY: Marie-Blanche Richer
AND RESOLVED UNANIMOUSLY

THAT Council approves the contract that has been negotiated with Mr. Lemelin and authorizes the Acting Director General to sign the contract.

THAT Mr. Lemelin will present the required reports and submit invoices every month.

ADOPTED

4) QUESTION PERIOD

Council held a question period.

Council responded to citizens' questions and/or comments.

**8) RESOLUTION NUMBER: 2024-07-388
CLOSING OF THE SESSION**

The agenda having been exhausted,

IT WAS MOVED BY: Nancy Lanteigne
AND UNANIMOUSLY RESOLVED

TO ADJOURN the sitting at 9:40 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.



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100