



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

A regular Council sitting of the Municipality of West Bolton, held on Monday, July 15, 2024, 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 Witcher, Councillor No. 4
Gilles Asselin, Councillor No. 5

ABSENT:

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, Mrs. Monique Pépin, was also present, per the provisions of the Municipal Code of Quebec.

Ten (10) other people were present at the sitting.

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. FIRST QUESTION PERIOD**
- 4. APPROVAL OF MINUTES**
- 5. CORRESPONDANCE**
- 6. TOWN PLANNING**
 - 6.1. Report of the Municipal Building and Environmental Officer
 - 6.2. Resolution Concerning the Cessation of Work and any Offences such as Land Use or Constructions Incompatible with Town planning By-laws Observed at 136 Glen Road
- 7. ADMINISTRATION**
 - 7.1. Approval of Accounts Paid and Payable
 - 7.2. Ministry of Municipal Affairs and Housing – Financial Statements
WITHDRAWN
 - 7.3. SATE – Montreal East – Revenu Québec – Appointment of the Person in Charge of the Click-Séqur Application
 - 7.4. Cauca – Contract Renewal, Mass Alerts and Notifications, Update of Terms and Conditions
 - 7.5. Municipal Office Hours
 - 7.6. Replacement of the Photocopier
 - 7.7. Website and Newsletter Services
 - 7.8. ADMQ - Zone Symposium – Stoke – September 12, 2024
 - 7.9. Payment of a Ticket on July 17, 2024
- 8. ROADS AND INFRASTRUCTURE**
 - 8.1. Extension of Mr. Martin St-Jacques' Contract
 - 8.2. Highland Road and Parc des Sapins Agreement with Stukely-Sud
 - 8.3. Snow Removal Contract Awarded for Sector 1
 - 8.4. Tabling of the Report Identifying Potential Improvements for the Intersection of Bailey Road and Spicer Road
- 9. ENVIRONMENT**
 - 9.1 Filing of a Petition by the Residents of Inglis Road
- 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 Councillors participating in the start of the sitting forming a quorum,
and the sitting was called to order by the mayor at 7:32 p.m.

**RESOLUTION NUMBER: 2024-07-389
2. ADOPTION OF THE AGENDA**

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

TO ADOPT the agenda as presented/or with the withdrawal of item 7.2.

ADOPTED

**3.
FIRST QUESTION PERIOD**

Council held a first question period.

**4.
RESOLUTION NUMBER: 2024-07-390
5. APPROVAL OF THE MINUTES FOR THE MONTH OF JUNE AND JULY
2024**

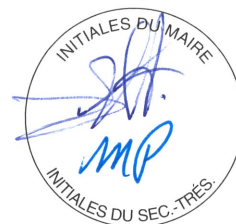
IT WAS MOVED BY: Loren Allen
SECONDED BY: Marie-Blanche Richer
AND RESOLVED UNANIMOUSLY:

To APPROVE the French and English versions of the minutes of the special sitting of June 7, 2024, the regular sitting of June 17, 2024, and the special sitting of July 3, 2024.

ADOPTED

**5.
CORRESPONDENCE**

**6.1
TOWN PLANNING
MUNICIPAL BUILDING AND
ENVIRONMENT OFFICER'S REPORT**



SUMMARY OF PERMITS AND CERTIFICATES

June 16 to July 12, 2024

TYPE OF LICENCE	NUMBER PERMIT	VALUE OF THE WORK	COST OF PERMITS
Extension	1	\$75,000.00	\$75.00
Accessory building	1	10 000,00 \$	50,00 \$
Main building	3	416 600,00 \$	515,00 \$
Construction	5	13 500,00 \$	150,00 \$
Demolition	1	60 000,00 \$	50,00 \$
Septic system	1	20 000,00 \$	50,00 \$
Well	0	- \$	- \$
Pool/Spa	3	115 000,00 \$	150,00 \$
Renovation	6	\$143,000.00	\$402.00
		\$853,100.00	\$1,442.00

11 site visits, 3 work stoppages

6.2

TOWN PLANNING

RESOLUTION NUMBER: 2024-07-391

6.2 RESOLUTION CONCERNING THE CESSATION OF WORK AND ANY OFFENCES SUCH AS LAND USE OR CONSTRUCTIONS INCOMPATIBLE WITH TOWN PLANNING BY-LAWS OBSERVED AT 136 GLEN ROAD

WHEREAS the building inspector for the Municipality of West Bolton has noted several violations of the planning by-laws committed on the immovable known as lots 5 193 027 and 5 193 220, of the Cadastre du Québec, registration division of Brome, and bearing the civic address 136 Glen Road, in West Bolton, such as land uses or structures incompatible with the said by-laws;

WHEREAS the owner or occupant of this building has been informed of the violations and whereas work stoppages issued by the Municipality of West Bolton have been sent to him;

WHEREAS the owner or occupant of this building has never complied with the requests of the Municipality of West Bolton to cease the commission of the violations and the work that does not comply with by-laws;

CONSIDERING the provisions of sections 227 et seq. of the *Land use planning Act* (c. A-19.1);

CONSIDERING the relevant provisions of the town planning by-law of the Municipality of West Bolton;

THEREFORE,

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

THAT the Council of the Municipality of West Bolton mandates its lawyers, Cain Lamarre s.e.n.c.r.l., to take action against the owner or occupier of lots numbers 5 193 027 and 5 190 220, of the Cadastre of Quebec, registration division of Brome, and bearing the civic address 136 Glen Road, in West Bolton, and against all persons involved in the commission of the offences, all legal proceedings necessary to obtain an order of the Superior Court to order the owner or occupant or any person involved in the commission of the offences to cease the derogatory work and uses that are being made at that location, to carry out the work required to bring the works or structures into compliance with the by-laws or to restore the premises and, if no there is no other useful remedy, to order the demolition of any derogatory structure or work and to authorize the Municipality of West Bolton that in failure of such owner or occupant to



comply within the time prescribed by the Superior Court, to itself undertake the required measures at the expense of the owner or occupant.

ADOPTED

RESOLUTION NUMBER: 2024-07-392
7.1 ADMINISTRATION
APPROVAL OF ACCOUNTS PAID AND PAYABLE

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

To APPROVE the list of accounts paid during the month in the amount of \$128,325.87 and the list of accounts payable in the amount of \$205,630.34 and to authorize the Director General to settle the accounts.

ADOPTED

RESOLUTION NUMBER: 2024-07-393
7.2 ADMINISTRATION
MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING – FINANCIAL STATEMENTS

WITHDRAWN

RESOLUTION NUMBER: 2024-07-394
7.3 ADMINISTRATION
SATE- MONTREAL EAST – REVENU QUÉBEC – APPOINTMENT OF THE PERSON RESPONSIBLE FOR CLIC-SÉCUR

WHEREAS SATE – Montréal Est – Revenu Québec requests that we provide a resolution appointing the person who is responsible for signing all related documents as prescribed by law, for and on behalf of the Municipality of West Bolton;

WHEREAS Council has hired Mrs. Monique Pépin to be our Acting Director General and Clerk-Treasurer;

WHEREAS as per the Act, *In the event of a vacancy in the office of Clerk-Treasurer, the Assistant Clerk-Treasurer or, if there is no Assistant Clerk-Treasurer, the Director General shall exercise the duties of that office.*

WHEREAS the directory of municipalities in Quebec indicates the names of the mayor and the members of Council;

WHEREAS the Acting Director General has asked the Government to see to it that the name changes for the Director General and Clerk-Treasurer in the directory of Quebec municipalities is made;

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

THAT Council, in hiring Mrs. Monique Pépin, has given her the responsibility of signing for and on behalf of the municipality all documents relating to the position of Director General and Clerk-Treasurer.

THAT Mrs. Monique Pépin works for the Municipality of West Bolton at the following address: 9 Town Hall Road, West Bolton (Quebec) J0E 2T0 at the telephone number (450) 242-2704.

ADOPTED



RESOLUTION NUMBER: 2024-07-395

7.4 ADMINISTRATION

**CAUCA – CONTRACT RENEWAL, MASS ALERTS AND NOTIFICATIONS,
UPDATE OF TERMS AND CONDITIONS**

WHEREAS the municipality has a contract with Cauca for mass alerts and notifications;

WHEREAS the contract will be renewed from November 15, 2024, to November 14, 2027;

WHEREAS the service contract defines the terms and conditions of access to and use of the mass alerts and notifications software;

WHEREAS this contract is for a period of three (3) years and will be automatically renewed under the same conditions unless written notice is given by one of the two parties, at least ninety (90) days before the expiry date of the initial term or any other renewal period;

WHEREAS the cost for the first year is \$282.52, the cost for the second year will be \$291.00 and the third year the cost will be \$299.73;

WHEREAS the municipality is responsible for its database;

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

THAT Council authorizes the Acting Director General and Clerk-Treasurer to sign the Service Contract and authorizes the payment of \$282.52.

THAT Council requests that the Acting Director General to ensure that the required corrections are made to the database.

ADOPTED

RESOLUTION NUMBER: 2024-07-396

7.5 ADMINISTRATION

MUNICIPAL OFFICE HOURS

WHEREAS there is a shortage of staff at the municipal office;

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

THAT Council authorizes the change in the opening hours of the municipal office as follows:

Monday	By APPOINTMENT only
Tuesday	8:30 a.m. to 12 p.m. and 1 p.m. to 4 p.m. – open to the public
Wednesday	8:30 a.m. to 12 p.m. and 1 p.m. to 4 p.m. – open to the public
Thursday	By APPOINTMENT only
Friday	By APPOINTMENT only

ADOPTED

RESOLUTION NUMBER: 2024-07-397

7.6 ADMINISTRATION

REPLACEMENT OF THE PHOTOCOPIER

WHEREAS the contract expires in August;

WHEREAS Megaburo is offering to upgrade our photocopier with a Canon Image Runner Advance



DX C3725i that can scan and also convert directly into Word, Powerpoint, PDF, and PDF archive formats;

WHEREAS the lease price will be \$89.95/month for 60 months;

WHEREAS the device will be available in the second week of August;

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

THAT Council authorizes the Acting Director General and Clerk-Treasurer to sign the documentation required to replace our Canon 35301i photocopier.

ADOPTED

RESOLUTION NUMBER: 2024-07-397

7.7 ADMINISTRATION

WEBSITE AND NEWSLETTER SERVICES

WHEREAS the Municipality needs someone to prepare newsletters, update its website and help develop the new website;

WHEREAS Mr. Yannick Poulin has submitted an offer of service to carry out this work;

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

THAT Council authorizes Mr. Poulin's specified contract at the agreed upon rate and that the Acting Director General is authorized to sign the contract.

ADOPTED

RESOLUTION NUMBER: 2024-07-398

7.8 ADMINISTRATION

ADMQ – ZONE SYMPOSIUM – STOKE – SEPTEMBER 12, 2024

WHEREAS ADMQ is offering a zone symposium on September 12 in Stoke;

WHEREAS the symposium will discuss legislation, labour relations, the ADMQ's associative affairs, website and tools to better manage one's emotions;

WHEREAS the fees for this conference are \$149.97, taxes included;

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

THAT Council authorizes the participation of Mrs. Monique Pépin in this zone seminar and authorizes the fees and expenses related thereto.

ADOPTED

7.9 ADMINISTRATION

PAYMENT OF A NOTE ON JULY 17, 2023

The municipality will pay for a note on July 17 in the amount of \$24,100.
The renewal of this loan was done in 2023.



**8.1 ROADS AND INFRASTRUCTURE
RESOLUTION NUMBER: 2024-07-399
ROADS AND INFRASTRUCTURE**

8.1 EXTENSION OF MR. MARTIN ST-JACQUES' CONTRACT

WHEREAS the municipality has not hired its 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 12 August 2024;

IT WAS MOVED BY: Gilles Asselin
SECONDED BY: Loren Allen
AGAINST: Marie-Blanche Richer
AND RESOLVED BY MAJORITY

TO GRANT an extension of Mr. St-Jacques' contract until August 12, 2024.

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

TO AUTHORIZE the Acting Director General and Clerk-Treasurer to proceed with payment upon receipt of supporting documents and approval from the head of roads and infrastructure.

ADOPTED

**RESOLUTION NUMBER: 2024-07-400
8.2 ROADS AND INFRASTRUCTURE
INTERMUNICIPAL AGREEMENT ON WINTER AND
SUMMER MAINTENANCE OF
HIGHLAND AND PARK DES SAPINS ROADS**

WHEREAS Highland Road and Parc des Sapins Road are extensions of streets in the municipality of South Stukely ending in a cul-de-sac in West Bolton;

WHEREAS the Municipality of West Bolton would like the Municipality of South Stukely to ensure the winter and summer maintenance of both roads;

WHEREAS the cost distribution is as follows:

- Snow removal: according to the contractor's quote
- Abrasives: according to the contractor's quote
- Leveling: according to the contractor's quote
- Dust suppressant: according to contractor's quote
- 15% administration fee

WHEREAS this Agreement is for a period of two (2) years;

WHEREAS this agreement is automatically renewed for successive two (2)-year periods unless one of the parties notifies the other of its intention to terminate it, at least six (6) months before the expiry of the initial term, or any renewal period.

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

THAT the Council of the Municipality of West Bolton authorizes the Mayor and the Acting Director General and Clerk-Treasurer to sign the said agreement.

ADOPTED



RESOLUTION NUMBER: 2024-07-401
ROADS AND INFRASTRUCTURE
8.3 AWARD OF THE SECTOR 1 SNOW REMOVAL CONTRACT

WHEREAS the opening of tenders took place on Monday, July 8 at 11 a.m., in the presence of Mr. Eddy Witcher and Mrs. Monique Pépin, two representatives of Excavation GAL, two representatives of Les Entreprises Aljer Inc. and two representatives of Paul Hébert;

WHEREAS the bidders are as follows:

SNOW REMOVAL AND WINTER MAINTENANCE
MUNICIPAL ROAD NETWORK (SECTOR 1)

YEARS	BIDDER	PRICE PER KILOMETRE	TOTAL PRICE EXCLUDING TAXES
2024-2025	EXCAVATION GAL	\$6,100.00	\$277,550.00
2025-2026		\$6,100.00	<u>\$277,550.00</u>
			\$555,100.00
2024-2025	ALJER ENTERPRISES INC.	\$6,571.50	\$299,003.25
2025-2026		\$6,571.50	<u>\$299,003.25</u>
			\$598,006.50
2024-2025	PAUL HÉBERT	\$8,000.00	\$364,000.00
2025-2026		\$9,000.00	<u>\$409,500.00</u>
			\$773,500.00

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

THAT the Acting Director General and Clerk-Treasurer, Mrs. Monique Pépin, has confirmed that Excavation GAL has correctly presented its call for tenders for snow removal and winter maintenance of the municipal road network (sector 1).

THAT Council awards the contract to Excavation GAL for the two years at the rate of \$277,550 per year, and \$555,100 plus taxes for both years.

ADOPTED

ROADS AND INFRASTRUCTURE
8.4 TABLING OF THE REPORT IDENTIFYING POSSIBLE IMPROVEMENTS
FOR THE INTERSECTION OF BAILEY RD AND SPICER RD

The Acting Director General and Clerk-Treasurer tabled the report for the intersection of Bailey Road and Spicer Road.

9. ENVIRONMENT
9.1 PETITION TABLED BY RESIDENTS OF INGLIS ROAD
REGARDING WASTE COLLECTION

The Acting Director General and Clerk-Treasurer tabled the petition from the residents of Inglis Road.



**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 posed by citizens.

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

**RESOLUTION NUMBER: 2024-07-402
16. ADJOURNMENT**

The agenda having been exhausted,

IT WAS MOVED BY: Loren Allen
AND RESOLVED UNANIMOUSLY

TO ADJOURN the sitting at 8:55 p.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.