

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

A regular Council sitting of the Municipality of West Bolton, held on Monday, September 9, 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 Whitcher, Councillor No. 4
Gilles Asselin, Councillor No. 5

ABSENT:

Nancy Lanteigne, Councillor No. 6

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

Four (4) 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**
Government of Quebec Cheque \$256,189
- 6. TOWN PLANNING**
 - 6.1.** Report of the Municipal Building and Environmental Officer
 - 6.2.** GTE Urban Consulting
 - 6.3.** Training
 - a) *Interim Provincial Regulation for the Protection of Water Environments \$328.30*
 - b) *Agricultural Zoning \$616.40*
 - c) *Lake and River Management – \$616.40*
 - 6.4** PAC Training - Mr. Timothy Goforth
- 7. ADMINISTRATION**
 - 7.1.** Approval of Accounts Paid and Payable
 - 7.2.** Employee Handbook
 - 7.3.** Policies
 - a) Email Policy
 - b) Mileage Expense Policy for Elected Officials and Municipal Employees
 - c) Psychosocial Risk Management Policy
 - d) Workplace Harassment, Incivility and Violence Prevention Policy
 - e) Information Technology Security Policy
 - f) Social Media Policy
 - g) Policy on Using Personal Devices at Work
 - 7.4.** Adoption of By-law 462-2024 – Code of Ethics
 - 7.5.** Adoption of By-law 461-2024 – Concerning a Right on the Transfer of any Immovable Located on its Territory and Repealing By-law 370-2020 and Any Other By-law Referring to the Transfer Tax
 - 7.6.** Report to Citizens with Highlights of the Financial Report and the Auditor's Report
 - 7.7.** Bad Debt - 1203 00 0000
 - 7.8.** Nez Rouge – Sponsorship

8. ROADS AND INFRASTRUCTURE

- 8.1. Extension of Mr. Martin St-Jacques' Contract
- 8.2. Notice of Motion: The By-law Regarding Speed Limits will be Completed before the Sitting, I will Send you a Draft in the Meantime
- 8.3. Mowing of Roadsides and Ditches before Winter
- 8.4. Local Road Assistance Program – Straightening-Securing-Supporting-Rehabilitation Request – Culvert 5016 Stagecoach Road
- 8.5. Sanitation Cutting and Collection of Branches in Ditches
- 8.6. Application for a Contract for Winter Cleaning at the Municipal office (**WITHDRAWN**)
- 8.7. Government Contribution – TECQ 2024 - 2028
- 8.8. Roadside Branch Collection and Shredding
- 8.9. Sweeping of the Municipality's Bridges

9. ENVIRONMENT

10. National Institute for Scientific Research ----

11.

12. PUBLIC SECURITY

13. HEALTH AND WELL-BEING

14. LEISURE AND CULTURE

VARIA

15. SECOND QUESTION PERIOD

16. ADJOURNMENT

1.

CALL TO ORDER

With the members participating in the opening of the sitting formed a quorum, the sitting was called to order by the mayor at 7:32 p.m.

RESOLUTION NUMBER: 2024-09-421

2. ADOPTION OF THE AGENDA

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

TO ADOPT the agenda by deleting item 8.6.

ADOPTED

3.

FIRST QUESTION PERIOD

Council held a first question period.

4.

RESOLUTION NUMBER: 2024-09-422

5. APPROVAL OF THE MINUTES FOR THE MONTH OF AUGUST 2024

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

To APPROVE the French and English versions of the minutes of the regular sitting of August 12, 2024.

ADOPTED

5.

CORRESPONDANCE

Tabling of a letter from the Government of Quebec mentioning that a cheque for \$256,289 will be deposited in the municipality's account soon.

6.1

TOWN PLANNING

REPORT OF THE MUNICIPAL BUILDING AND ENVIRONMENT OFFICER

The Director General and Clerk-Treasurer tabled the activity report of the Building and Environment Department for the month.

SUMMARY OF PERMITS AND CERTIFICATES

August 9 to September 5, 2024

TYPE OF PERMIT	NUMBER OF PERMITS	VALUE OF WORK	COST OF PERMITS
Tree felling	1	\$20,000.00	\$1,320.00
Accessory building	3	\$130,400.00	\$320,00
Main building	1	\$400,000.00	\$400,000.00
Water catchment		\$	\$
Parking Permits	1	\$	\$50,00
Construction	3	\$1,497,000.00	\$3,040.00
Septic system		\$	\$
Displacement	2	\$60,000.00	\$100.00
Renovation	4	\$4,097,145.00	\$4,294.00
TOTAL	15	\$6,204,545.00	\$9,524.00

6 site visits

6.2

TOWN PLANNING

RESOLUTION NUMBER: 2024-09-423

6.2 GTE URBANISTES CONSEIL

WHEREAS the municipality wishes to be accompanied by a consulting urban planner in the various urban planning files;

WHEREAS the support includes the various stages of evaluation, identification, analysis and proposal of solutions adapted to the needs and realities of West Bolton;

WHEREAS the various urban planning files concern the following subjects:

Provincial planning laws and regulations;
The development plan and regional by-laws;
Municipal by-laws and policies;
The different tools (plans, maps, forms, documents);
The environment (wetlands and bodies of water, forests, wildlife, protection);
The road network (cadastre, parks fund, network extension);
Spatial planning;
Uses;
Constructions;
Heritage;
Geomatics;
The landscape;

WHEREAS the planner will accompany the person responsible for issuing permits in his or her duties;

WHEREAS the support includes the stages of assessment, identification, analysis and advice adapted to the needs of the person responsible while respecting the realities of West Bolton;

WHEREAS the support includes requests from the PAC, the PPCMOI (specific projects for the construction, modification or occupancy of an immovable), etc., drafting of reports, sending reports and forms to the various organizations and ministries when required, sending permits and certificates to the evaluation department and classifying permits and certificates in property files as well as assistance to the municipality's general management during the analysis of municipal certificates that require an audit of planning by-laws;

WHEREAS in order to support the municipality in its general functions related to the development of its territory, the municipality is seeking professional expertise to accompany and advise it on an ad hoc basis on various files that its staff must handle. It is therefore a collaborative proposal tailored to the knowledge and needs of municipal staff;

WHEREAS the rates vary from \$73.30 to \$100 per hour and whereas this contract runs from September 9, 2024, to December 31, 2024;

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

THAT Council accepts the terms of the said contract at the above-mentioned rate plus taxes, and authorizes the signing of the said contract, which is from September 9 to December 31, 2024.

ADOPTED

**6.3
TOWN PLANNING
RESOLUTION NUMBER: 2024-09-424
TRAINING**

WHEREAS the municipal building officer has requested authorization from Council to take the following training:

- 1 *Interim Provincial Regulation for the Protection of water environments: \$328.30 virtual classroom on September 11 and 12 Combeq*
- 2 *Agricultural Zoning: \$616.40 on November 11, 12 and 19 Combeq*
- 3 *Lake and River Management: \$616.40 – September 23, 24, 30 and October 1 Combeq*

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

THAT Council authorizes the municipal officer to participate in these training sessions, at a total cost of \$1,561.10 plus taxes.

ADOPTED

TOWN PLANNING
RESOLUTION NUMBER: 2024-09-425
6.4 UCC MEMBER TRAINING

WHEREAS as of June 2024, members of Planning Advisory Committees (PAC) will be required to undergo mandatory training to comply with a requirement of Bill 16 amending the *Act respecting land use planning and development*;

WHEREAS this training will provide PAC members with all the information necessary to understand their role and responsibilities in a simple, popularized and concrete way. From the general to the specific, the training first presents the legal framework establishing their role within the committee, the discretionary regulations (PIIA, EAP, DM, PPCMOI, etc.) on which the qualitative evaluation of projects is based and the different possible ways a session can unfold;

WHEREAS at the end of this training, participants would have learned about the usefulness of discretionary by-laws, i.e., their functions and application. They will also learn the differences between discretionary and prescriptive by-laws, to better understand how an application is processed as well as the project analysis process. They will thus be able to understand their role as well as that of the public administration and the municipal council in the development of their territory.

WHEREAS the Fédération québécoise des municipalités (FQM) offers this training at a cost of \$160 per participant and whereas this training is offered in French and English;

WHEREAS Mr. Timothy Goforth is required to take this training.

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

THAT Council authorizes the training of Mr. Timothy Whitcher at a cost of \$160, plus taxes.

ADOPTED

RESOLUTION NUMBER: 2024-09-426
7.1 ADMINISTRATION
APPROVAL OF ACCOUNTS PAID AND PAYABLE

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

TO APPROVE the list of accounts paid and payable during the month in the amount of \$135,330.38 and to authorize the Director General to settle the accounts.

ADOPTED

RESOLUTION NUMBER: 2024-09-427
7.2 ADMINISTRATION
EMPLOYEE HANDBOOK

WHEREAS the municipality has developed an Employee Handbook which includes the mission, values and rules as well as policies, procedures and practices for permanent employees;

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

AND RESOLVED UNANIMOUSLY

THAT Council adopts the Employee Handbook dated September 9, 2024.

ADOPTED

RESOLUTION NUMBER: 2024-09-428
7.3 ADMINISTRATION
POLICIES

WHEREAS the municipality has adopted the employee handbook;

WHEREAS the municipality has to adopt the following policies:

- 1 Email Policy
- 2 Mileage Expense Policy for Elected Officials and Municipal Employees
- 3 Psychosocial Risk Management Policy
- 4 Workplace Harassment, Incivility and Violence Prevention Policy
- 5 Information Technology Security Policy
- 6 Social Media Policy
- 7 Policy Regarding the of Personal Devices at Work

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Marie-Blanche Richer

AND RESOLVED UNANIMOUSLY

THAT Council adopts the above-mentioned policies dated September 9, 2024.

ADOPTED

7.4 ADMINISTRATION
RESOLUTION NUMBER: 2024-09-429
ADOPTION OF BY-LAW 462-2024
ENACTING THE CODE OF ETHICS AND GOOD CONDUCT FOR EMPLOYEES
OF THE MUNICIPALITY OF WEST BOLTON AND REPEALING BY-LAW 385-
2022

WHEREAS a notice of motion was given by Councillor Marie-Blanche Richer for the adoption of By-law 462-2024 enacting the Code of Ethics and Good Conduct for Employees of the Municipality;

WHEREAS the draft by-law was tabled on August 12, 2024;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED UNANIMOUSLY

TO ADOPT By-law 462-2024 enacting the code of ethics and good conduct for employees of the municipality.

ADOPTED

7.5 ADMINISTRATION
RESOLUTION NUMBER: 2024-09-430
ADOPTION OF BY-LAW 461-2024
CONCERNING A RIGHT ON THE TRANSFER OF ANY IMMOVABLE LOCATED
IN ITS TERRITORY AND REPEALING BY-LAW 370-2020 AND ANY OTHER
BY-LAW REFERRING TO THE TRANSFER TAX

WHEREAS a notice of motion was given by Councillor Eddy Witcher for the adoption of by-law 461-2024 concerning a right on the transfer of any immovable located on his territory, formerly known as the transfer tax;

WHEREAS the draft by-law was tabled on August 12, 2024;

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

TO ADOPT by-law 492-2024 concerning a right on the transfer of any immovable located on its territory, formerly known as the transfer tax.

ADOPTED

7.6 ADMINISTRATION
REPORT TO CITIZENS – HIGHLIGHTS OF THE FINANCIAL REPORT AND
THE AUDITOR'S REPORT

MAYOR'S REPORT
ON THE HIGHLIGHTS OF THE FINANCIAL REPORT AND THE
EXTERNAL AUDITOR'S REPORT FOR 2023 FOR THE MUNICIPALITY OF
WEST BOLTON

Fellow citizens,

I am pleased to present the highlights of the 2023 Financial Report and the External Auditor's Report for the year 2023 for the Municipality of West Bolton.

1. THE 2023 FINANCIAL REPORT

For the year ended December 31, 2023, the net book value of capital assets is **\$5,952,128**. The balance of the unallocated accumulated surplus is **\$1,133,680**. The long-term debt is **\$1,592,767**.

The following is a summary of financial activities:

Operating revenues	\$2,155,875
Investment income	\$2,618,551
Expenses	\$2,847,758
Surplus (deficit) for the year	\$1,926,668

Reconciliation for tax purposes

Amortization of capital assets	\$511,658
Long-term financing of operations	\$126,100
Long-term debt repayment	(\$33,492)
Assignments	
- Investment activities	(\$227,651)
- Accumulated surplus (deficit)	\$299,728

**Operating surplus (deficit)
fiscal year for tax purposes**

\$94,460

2. THE EXTERNAL AUDITOR'S REPORT

The financial statements for the year ended December 31, 2023, were audited by Raymond, Chabot, Grant, Thornton, LLP. These statements present fairly, in all material respects, the financial position of the Municipality of West Bolton as at December 31, 2023, and the results of its operations, changes in its net financial assets (net debt) and cash flows for the year then ended, in accordance with Canadian public sector accounting standards.

The list of contracts totalling more than \$25,000 for the same contractor, the 2023 financial report and the summary of financial information are available on the Municipality's website.

Denis Vaillancourt
Mayor of the Municipality of West Bolton

**RESOLUTION NUMBER: 2024-09-431
7.7 ADMINISTRATION
REGISTRATION NO. 1203 00 0000**

WHEREAS the Acting Director General has found an overdue account dating from 2019;

WHEREAS section 251 of the Act respecting municipal taxation mentions the following;

The right to recover an amount contemplated in this division is prescribed by three years from the time when the amount becomes exigible.

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

THAT Council authorizes the write-off of this account in the amount of \$3,201.18 plus interest, as required by law.

ADOPTED

**7.8 ADMINISTRATION
RESOLUTION NUMBER: 2024-09-432
NEZ ROUGE GRANBY-COWANSVILLE**

WHEREAS the *Société de l'assurance automobile du Québec* has sent an email to the Municipality soliciting partnership for the 2024 Operation Nez Rouge;

WHEREAS the Operation Nez Rouge campaign will take place from November 29 to December 31, 2024;

WHEREAS Operation Nez Rouge has evolved over the years to become much more than just a safe ride and has become a major campaign aimed at protecting the lives of our fellow citizens and encouraging responsible behaviour on roads by raising awareness about driving while impaired by alcohol, drugs and/or fatigue;

WHEREAS Operation Nez Rouge Granby-Cowansville is committed to youth by donating the funds raised to the Granby Youth Centre, La Barak, and whereas most of the funds raised will be used to maintain their services for

teenagers, and a portion will also be donated to the *Maison des jeunes de Cowansville* to support local youths;

WHEREAS the purpose of this letter is to solicit financial support from the Municipality of West Bolton for the realization of Operation Nez Rouge 2024 in the form of a sponsorship;

WHEREAS the sponsorship options are as follows:

1	Platinum	\$1,500
2	Golden	\$850
3	Silver	\$500
4	Bronze	\$350
5	Friends of the event	\$200

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

THAT Council authorizes the sponsorship of the Friends of the Event option in the amount of \$200.

ADOPTED

**8.1 ROADS AND INFRASTRUCTURE
RESOLUTION NUMBER: 2024-09-433
ROADS AND INFRASTRUCTURE
8.1 EXTENSION OF MR. MARTIN ST-JACQUES' CONTRACT**

WHEREAS to date, the municipality has not hired its Head of Roads and Infrastructure;

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

WHEREAS the contract is expected to be extended until October 14, 2024;

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

TO GRANT an extension of Mr. St-Jacques' contract until October 14, 2024.

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

TO AUTHORIZE the Acting Director General and Clerk-Treasurer to pay the honorarium upon receipt of supporting documents and approval by Council.

ADOPTED

**8.2 ROADS AND INFRASTRUCTURE
NOTICE OF MOTION – BY-LAW 463-2024
– CONCERNING SPEED LIMITS**

Notice of motion was given by Councillor Gilles Asselin, to the effect that at a future sitting of Council, By-law 463-2024 Concerning Speed Limits on the Territory will be Presented for Adoption.

Councillor Gilles Asselin tabled draft by-law 463-2024 concerning speed limits on the territory.

A copy of the draft is appended to this notice.

Copies of the draft were made available to the public prior to the start of this sitting.

ADOPTED

**ROADS AND INFRASTRUCTURE
RESOLUTION NUMBER: 2024-09-434**

8.3 MOWING OF ROADSIDES AND CERTAIN DITCHES BEFORE WINTER

WHEREAS the grass along municipal roads and certain ditches in the municipality must be mowed for winter;

WHEREAS a second cut is necessary before winter and whereas when the contract was awarded, the two cuts were budgeted in the amount of \$8250;

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

THAT Council authorizes the mowing of roadsides and certain ditches and that the expenses will be funded from the mowing and brush clearing account 02 320 04 521.

ADOPTED

**RESOLUTION NUMBER: 2024-09-435
ROADS AND INFRASTRUCTURE**

**8.4 LOCAL ROAD ASSISTANCE PROGRAM – REQUEST FOR
STRAIGHTENING-SECURING-SUPPORTING-REPAIRING CULVERT 5016 -
STAGECOACH ROAD**

WHEREAS the purpose of the Local Road Assistance Program (PAVL) is to assist municipalities in planning, improving and maintaining local and municipal road network infrastructure for which they are responsible;

WHEREAS members of Council have taken note of the terms and conditions of application of the PAVL, especially those of the component for the application for financial assistance submitted under this program, and undertake to comply with them;

WHEREAS the interventions referred to in the application for financial assistance concern roads under municipal authority and work eligible for financial assistance;

WHEREAS only work carried out after the date indicated on the announcement letter is eligible for financial assistance;

WHEREAS the recipient of financial assistance must have the work carried out within twelve months of the announcement letter and is aware of the restrictions on access to the program set out in section 1.10 of the applicable terms and conditions;

WHEREAS the Municipality of West Bolton elects to establish the source of calculation of the financial assistance based on the following option:

A detailed estimate of the cost of work;

WHEREAS the Municipality's project manager, Mr. Martin St-Jacques, represents the Municipality with the Ministry in this matter;

FOR THESE REASONS,
IT WAS MOVED BY: Eddy Whitcher
SECONDED BY: Loren Allen
AND RESOLVED UNANIMOUSLY

THAT the Council of the Municipality of West Bolton authorizes the submission of an application for financial assistance, confirms its commitment to comply with the terms and conditions in effect, acknowledges that in the event of non-compliance, the financial assistance will be terminated, and certifies that Mrs. Monique Pépin is duly authorized to sign any document or agreement to this effect, including the financial assistance agreement, where applicable, with the Minister of Transport and Sustainable Mobility.

ADOPTED

**RESOLUTION NUMBER: 2024-09-436
ROADS AND INFRASTRUCTURE**

8.5 SANITATION CUTTING AND COLLECTION OF BRANCHES IN DITCHES

WHEREAS as a result of Hurricane Debby, emergency tree cutting was carried out in several areas of the municipality;

WHEREAS municipal employees, with the help of citizens, cut down trees and compacted branches and trunks in ditches to ensure that citizens could use municipal roads safely;

WHEREAS these branches and trunks need to be removed from the municipality's ditches and, in some places, sanitation cutting needs to be done;

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

THAT Council authorizes the removal of these branches and trunks from ditches and authorizes the carrying out of sanitation cutting for an amount not exceeding \$15,000 over a distance of 23.8 kilometres of roads.

ADOPTED

WITHDRAWN

ROADS AND INFRASTRUCTURE

8.6 REQUEST FOR A CONTRACT FOR SNOW REMOVAL AT THE TOWN HALL

WITHDRAW FOR NEXT SESSION

RESOLUTION NUMBER:

8. ROADS AND INFRASTRUCTURE

8.6 SWEEPING OF MUNICIPAL BRIDGES

WHEREAS the bridges of the municipality must all be swept before winter;

WHEREAS the Municipality requests that specifications be prepared for the sweeping of the bridges;

IT WAS MOVED BY:
SUPPORTED BY:
AND RESOLVED UNANIMOUSLY

THAT Council requests the Acting Director General to ensure that the specifications are prepared by Mr. St-Jacques and that these specifications are sent to at least three (3) suppliers.

ADOPTED

RESOLUTION NUMBER: 2024-09-437

**9. ENVIRONMENT
9.1 WATER SAMPLES**

WHEREAS the municipality conducts annual water sampling to obtain conclusive results both in terms of pollution and the quality of the municipality's water;

WHEREAS the municipality does business with Mrs. Isabelle Lavoie of the *Institut National de la recherche scientifique*, IDEC test – water test;

WHEREAS the cost is about \$2,225;

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

THAT Council authorizes the expense of \$2,225 plus taxes.

ADOPTED
Budget item 02 470-01-411

**10.
PUBLIC SECURITY**

Nothing to discuss.

**11.
HEALTH AND WELL-BEING**

Nothing to discuss.

12. LEISURE AND CULTURE

Marie-Blanche Richer – mentioned that registrations for recreation activities have begun in Cowansville and Brome Lake.

**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 the citizens' questions.

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

RESOLUTION NUMBER: 2024-09-438
7 ADJOURNMENT

The agenda having been exhausted,

IT WAS MOVED BY: Loren Allen

AND UNANIMOUSLY RESOLVED

TO ADJOURN the sitting at 9:30 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.