



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

A regular Council sitting of the Municipality of West Bolton, held on Monday, October 7, 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
Loren Allen, Councillor No. 3
Eddy Whitcher, Councillor No. 4
Gilles Asselin, Councillor No. 5
Nancy Lanteigne, Councillor No. 6

ABSENT:

Marie-Blanche Richer, Councillor No. 2

The councilors 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 in accordance with the provisions of the Municipal Code of Quebec.

Eleven (11) people were present at the sitting.

AGENDA

1. CALL TO ORDER

Two minutes of silence to honour our employee and friend, Mr. John Rhicard

2. ADOPTION OF THE AGENDA

3. FIRST QUESTION PERIOD

4. APPROVAL OF MINUTES

5. CORRESPONDENCE

- 5.1 Department of Public Security \$52,144.31
- 5.2 Quarry and Sand Pit Fees \$12,140.10 and \$11,364.41
- 5.3 Ministry of Transportation \$7,200 - 2022
- 5.4 Ministry of Public Security – \$22,951.91 Payment
- 5.5 Brome Missisquoi RCM – Agreement on Sûreté du Québec Services – Reduction of Officers

6. TOWN PLANNING

- 6.1. Report of the Municipal Building and Environment Officer

7. ADMINISTRATION

- 7.1. Approval of Accounts Paid and Payable and Filing of Comparative Statement of Operations
- 7.2. Hiring of Mrs. Léa Laplante as Director General and Clerk-Treasurer
- 7.3. Signing Authority
 - a) Bank of Montreal Signing Authority
 - b) Employer D – Payroll System
 - c) Access to Information Request
 - d) TECQ
 - e) Government Authority
- 7.4. Training and Membership with ADMQ for Mrs. Laplante
- 7.5. Munys – Events – Schedule to be Managed by the Director General
- 7.6. Purchase of a Cell Phone for the Director General and Clerk-Treasurer
- 7.7. Hiring of Mrs. Caroline Chrétien – Administrative Assistant/Receptionist
- 7.8. Membership and Training with ADMQ - Mrs. Caroline Chrétien
- 7.9. CAUCA Central Office – 2 Contracts
- 7.10. Death Benefit – Mr. John Rhicard



- 7.11. SPA des Cantons – Platform \$3000 - Online Dog License Renewals
- 7.12. Cancellation of Taxes 2015 – 2022 – Taxes: \$28.87 Interest: \$20.30
- 7.13. Poppy Wreath – November 11, 2024
- 7.14. Contract Renewal with Entretien Ménager G. Dumont
- 7.15. UMQ Membership Renewal 2025
- 7.16. Cain Lamarre – Professional Services Mandate for 2025 and Purchase of Bank of Hours
- 7.17. 2025 Art Tour – Support and Donation of \$250
- 7.18. Philippe Barrette Contract – Pool Inspection and Contract for One Day as a Municipal Building and Environment Officer
- 7.19. Contract with the Municipality of Saint-Étienne-de-Bolton for Inspector's Emergency Services in Building and Environment Mrs. Isabelle Perreault
- 7.20. Purchase of a Bank of Hours – Accountant
- 7.21. 50 Years of History – Le Guide – Publication \$282
- 7.22. Purchase of a Hard Drive for the Server
- 8. **ROADS AND INFRASTRUCTURE**
 - 8.1 End of term - Mr. Martin St-Jacques
 - 8.2 Tabling of Petition from Residents of Maple Terrace Road
 - 8.3 Adoption of By-law 463-2024 Regarding Speed Limits
 - 8.4 Contract Awarded for Replacement of Culvert 5038
 - 8.5 Tender by Entreprise Ployard 2000 inc. Bailey Road – Guardrails
 - 8.6 Progress Payment No. 3 – Désourdy Excavation – \$49,379.09
- 9. **ENVIRONMENT**
- 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 members participating at the start of the sitting forming a quorum, the sitting was called to order by the mayor at 7:30 a.m.

**RESOLUTION NUMBER: 2024-10-439
2. ADOPTION OF THE AGENDA**

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

TO ADOPT the agenda as presented with an addition to item 13.1: End of mandate, Municipal Inspection.

ADOPTED

**3.
FIRST QUESTION PERIOD**

Council held a first question period.

4.

RESOLUTION NUMBER: 2024-10-440

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



IT WAS MOVED BY: Eddy Whitcher
SECONDED BY: Nancy Lanteigne
AND RESOLVED UNANIMOUSLY

To **APPROVE** the French and English versions of the minutes of the regular sitting of September 9, 2024.

ADOPTED

5.

CORRESPONDENCE

- 5.1 Department of Public Security \$52,144.31
- 5.2 Quarry and Sand Pit Fees \$12,140.10 and \$11364.41
- 5.3 Ministry of Transport \$7,200 - 2022
- 5.4 Ministry of Public Security -\$22,951.91 Payment
- 5.5 Brome Missisquoi RCM – agreement on the services of the Sûreté du Québec – Reduction of Officers
- 5.6 Approval of the Regional Plan for Wetlands and Bodies of Water for the Brome Missisquoi RCM (regional plan for natural environments)

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

September 5 to October 2, 2024

TYPE OF PERMIT	NUMBER OF PERMITS	VALUE OF WORK	COST OF PERMITS
Demolition	3	\$30,000.00	\$150.00
Accessory building			
Main building			
Water catchment	1	\$20,000.00	\$50.00
Parking access way	1	\$18,000	\$50.00
Construction	5	\$126,200.00	\$220.00
Swimming pool/SPA	1	\$10,800.00	\$50.00
Septic system			
Renovation	5	\$272,100.00	\$458.00
TOTAL	16	\$477,100.00	\$978.00

7 site visits



RESOLUTION NUMBER: 2024-10-441
7.1 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 \$115,148.12 and to authorize the Director General to settle these accounts.

ADOPTED

RESOLUTION NUMBER: 2024-10-442
7.2 ADMINISTRATION
HIRING OF MRS. LÉA LAPLANTE

WHEREAS the Municipality was looking for a Director General and Clerk-Treasurer;

WHEREAS the Fédération Québécoise des Municipalités has worked with the municipality to find a candidate to fill this position;

WHEREAS the Municipality's Human Resources Committee met with Mrs. Léa Laplante;

WHEREAS Mrs. Laplante meets the requirements of the position;

IT WAS MOVED BY Nancy Lanteigne
SECONDED BY Eddy Whitcher
AND RESOLVED UNANIMOUSLY:

TO PROCEED with the hiring of Mrs. Léa Laplante, effective October 8, 2024 as Director General and Clerk-Treasurer.

TO AUTHORIZE the Mayor or Deputy Mayor and the Acting Director General and Clerk-Treasurer to sign any documents to that effect.

ADOPTED

RESOLUTION NUMBER: 2024-10-443
7.3 ADMINISTRATION
SIGNING AUTHORITY
A) BANK OF MONTREAL

WHEREAS the Municipality has hired Mrs. Léa Laplante as Director General and Clerk-Treasurer;

WHEREAS the latter shall be authorized to sign for and on behalf of the Municipality all documents related with the Bank of Montreal;

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

THAT Mrs. Laplante be the signatory for documents with the bank, that is, cheques, and documents, together with the mayor or the deputy mayor.

ADOPTED

RESOLUTION NUMBER: 2024-10-444

**7.3 ADMINISTRATION
SIGNING AUTHORITY
B) EMPLOYER D**



**APPOINTMENT OF PERSON RESPONSIBLE FOR THE APPLICATION –
EMPLOYER D**

WHEREAS the company requires the Municipality to provide a resolution appointing a person responsible for the Employer D application;

WHEREAS Council has hired Mrs. Léa Laplante as Director General and Clerk-Treasurer;

WHEREAS under the Act, *In the event of vacancies 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 Acting Director General and Clerk-Treasurer is responsible for preparing payroll for employees and members of Council;

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

WHEREAS the request for a change of name for the Director General and Clerk-Treasurer in the Directory of Municipalities of Quebec has been made to the Government;

IT WAS MOVED BY: Nancy Lanteigne
SECONDED BY: Eddy Whitcher
AND RESOLVED UNANIMOUSLY

THAT Council, in hiring Mrs. Léa Laplante, gives 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. Léa Laplante 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: 2024-10-445

**7.3 ADMINISTRATION
C) ACCESS TO INFORMATION REQUEST**

APPOINTMENT OF ACCESS TO INFORMATION OFFICER

WHEREAS the current person in charge of access to information, Mrs. Monique Pépin, will be leaving the municipal administration team at the Municipality of West Bolton on November 15th;

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

To appoint Mrs. Léa Laplante, Director General and Clerk-Treasurer, as the access to information officer;

To authorize the mayor to sign any document to this effect.

ADOPTED



RESOLUTION NUMBER: 2024-10-446

7.3 ADMINISTRATION

D) TECQ

SATE- MONTREAL EAST – REVENU QUÉBEC – APPOINTMENT OF PERSON RESPONSIBLE FOR THE APPLICATION – CLIK-SÉQR

WHEREAS SATE – Montreal East – Revenu Québec requires the Municipality to provide a resolution appointing someone responsible for signing for and on behalf of the Municipality of West Bolton all related documents as prescribed by law;

WHEREAS Council has hired Mrs. Léa Laplante as Director General and Clerk-Treasurer;

WHEREAS under 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 the council;

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

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED UNANIMOUSLY

THAT Council, in hiring Mrs. Léa Laplante, 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. Léa Laplante works for the Municipality of West Bolton at the following address: 9 Town Hall Road, West Bolton (Quebec) JOE 2T0 at the telephone number (450) 242-2704.

ADOPTED

RESOLUTION NUMBER: 2024-10-447

7.3 ADMINISTRATION

E) GOVERNMENT BODY

WHEREAS the municipality has hired Mrs. Léa Laplante as Director General and Clerk-Treasurer;

WHEREAS Mrs. Laplante will be authorized to sign for and on behalf of the municipality all documents related to the Government of Quebec;

IT WAS MOVED BY: Eddy Witcher

SECONDED BY: Loren Allen

AND RESOLVED UNANIMOUSLY

THAT Mrs. Laplante be a signatory for documents related to the Government of Quebec together with the mayor, or the deputy mayor.

ADOPTED

RESOLUTION NUMBER: 2024-10-448

7.4 ADMINISTRATION

TRAINING AND MEMBERSHIP WITH THE ADMQ FOR MRS. LÉA LAPLANTE

WHEREAS the Directors General and Clerks-Treasurers of the Municipality of West Bolton have always been members of the ADMQ;



WHEREAS Mrs. Maïke Storcks was a member of the ADMQ and subsequently this membership was transferred to Mrs. Monique Pépin, Acting Director General and Clerk-Treasurer;

WHEREAS the municipality hired Mrs. Léa Laplante on October 8, 2024;

WHEREAS the municipality wishes to renew the membership as a regular member for the year 2025, bearing in mind that it is transferable from one director general to another;

WHEREAS the municipality also wishes to obtain the insurance and training option for the year 2025 for Mrs. Laplante;

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

THAT Council authorizes the membership (renewal) as well as the insurance and training options for Mrs. Laplante. Prices for the year 2025 are not yet available; however, Council wishes to demonstrate its willingness to authorize membership (renewal), insurance, and training for the Director General.

ADOPTED

RESOLUTION NUMBER: 2024-10-449

7.5 ADMINISTRATION

MUNYS – EVENT – SCHEDULE TO BE MANAGED BY THE DIRECTOR GENERAL

WHEREAS the ADMQ offers a new municipal management dashboard developed specifically for directors general, clerks, and treasurers of municipalities (Municipal Code and Act respecting cities and towns, RCMs and Councils) which includes the following:

- A schedule of legal and regulatory obligations to be fulfilled;
- Detailed sheets of the obligations including the steps to be carried out for each obligation: documents to carry out these tasks as well as related available training;
- A powerful tool to assist in contract management and in processing access to information requests, including a time limit calculator as well as consideration of complaints and addenda for contract management;
- The ability to delegate tasks within the platform;
- Constant updates;

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

THAT Council authorizes the purchase of this tool for the year 2025, at the current cost of \$405. The cost for 2025 will be made available later.

ADOPTED

RESOLUTION NUMBER: 2024-10-450

7.6 ADMINISTRATION

PURCHASE OF A CELL PHONE

WHEREAS it is imperative to purchase a cell phone for the Director General and Clerk-Treasurer that will belong to the municipality;



WHEREAS it is important for emergency measures and the need for all important phone numbers to be kept on this telephone, for it to remain a property of the municipality;

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

THAT Council authorizes the purchase of a cell phone for use by the Director General and Clerk-Treasurer.

ADOPTED

RESOLUTION NUMBER: 2024-10-451
7.7 ADMINISTRATION
HIRING OF MRS. CAROLINE CHRÉTIEN

WHEREAS the municipality hired Mrs. Caroline Chrétien on August 8 to answer the telephone and help the Director General and the municipal officer respond to citizens' requests;

WHEREAS since her arrival, Mrs. Chrétien has demonstrated that she can do this job, which is the gateway to citizens and whereas this position is important for both the administration and citizens of the municipality;

WHEREAS the municipality met with Mrs. Chrétien to offer her the position of administrative assistant/receptionist;

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

THAT Council authorizes the hiring of Mrs. Caroline Chrétien and authorizes the mayor and the Acting Director General and Clerk-Treasurer to sign all documents pertaining to this position.

THAT Council welcomes Mrs. Chrétien and thanks her for her good work so far.

ADOPTED

RESOLUTION NUMBER: 2024-10-452
7.8 ADMINISTRATION
MEMBERSHIP AND TRAINING WITH THE ADMQ
– CAROLINE CHRÉTIEN

WHEREAS the municipality has hired Mrs. Caroline Chrétien as an administrative assistant/receptionist;

WHEREAS the latter has demonstrated her interest in the work and whereas the ADMQ offers training par excellence for municipal managers;

WHEREAS to do so, Mrs. Chrétien must be a member of the association;

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

THAT Council authorizes her membership in the ADMQ and also authorizes module-by-module training for 2025.

THAT this training be spread out during the year 2025.

ADOPTED



RESOLUTION NUMBER: 2024-10-453

**7.9 ADMINISTRATION
CAUCA (CITAM)**

WHEREAS the municipality adopted resolution 2023-07-395 for the renewal of the contract for mass alerts and notifications;

WHEREAS CAUCA has presented an offer of service for evenings, holidays, and weekends at a cost of \$3,342.46 plus taxes per year;

WHEREAS CAUCA has also presented a 24/7 service offer at a cost of \$21,561.94 plus taxes;

IT WAS MOVED BY: Nancy Lanteigne
SECONDED BY: Margarita Lafontaine
AND RESOLVED UNANIMOUSLY

THAT Council accepts the offer of service for evenings, holidays and weekends at a cost of \$3,342.46 plus taxes per year.

THAT Council does not approve the 24/7 service offer at a cost of \$21,561.94 plus taxes, because after evaluation the administration will be able to answer citizens' calls.

THAT Council thanks CAUCA for services rendered to the citizens of the municipality.

ADOPTED

7.10 RESOLUTION NUMBER: 2024-10-454

**7.10 ADMINISTRATION
DEATH BENEFIT FOR MR. JOHN RHICARD**

WHEREAS Mr. John Rhicard has worked as a Councillor, Head of Roads, and a handyman, even to the point of finding employees for the municipality;

WHEREAS Mr. Rhicard represented the spirit of the municipality for many years, and he gave his all and helped all the residents of the municipality without question;

WHEREAS we will be able to do what he would have wanted: smile, open our eyes, love, and carry on;

WHEREAS the municipality can offer a death benefit in the amount of \$10,000;

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

THAT Council authorizes the payment of \$10,000 to John's beloved family. The Municipality shares his family's grief at this difficult time and offers its deepest condolences.

ADOPTED

7.11 ADMINISTRATION



**RESOLUTION NUMBER: 2024-10-455
SPA DES CANTONS – PLATFORM
– ONLINE DOG LICENSE RENEWALS**

WHEREAS on July 6, 2021, the Municipality negotiated an agreement with SPA Société Protecteur des Animaux des Cantons for five (5) years;

WHEREAS under section 3.3 of the agreement the SPA may provide an electronic solution for the sale of permits and medals (register of medals);

WHEREAS the owner of an animal must register the animal with the municipality;

WHEREAS the municipality must complete a report for the government every year;

WHEREAS the SPA des Cantons offers to maintain the web platform that will serve as a medal registry for the municipality and whereas access will be given to the Municipality;

WHEREAS money received by the SPA des Cantons will be kept by the SPA to cover management costs;

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

THAT Council authorizes the payment of \$3,000 plus taxes, for the implementation of the platform, the management by the SPA of all files and the filing of the annual report to the government.

ADOPTED

**7.12 ADMINISTRATION
RESOLUTION NUMBER: 2024-10-456
CANCELLATION OF TAXES 2015 - 2022**

WHEREAS section 251 of the *Act respecting municipal taxation* states as follows: The right to recover an amount contemplated in this division is prescribed by three years from the time when the amount becomes exigible.

WHEREAS the unknown owner bearing registration number 8617 51 2070 owes unpaid taxes from 2015 to 2024;

WHEREAS the amounts to be cancelled are for the years 2015, 2016, 2017, 2018, 2019, 2020, and 2021 in the amount of \$28.87 in taxes and an interest amount for \$20.31;

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

THAT Council authorizes the cancellation of taxes in the amount of \$28.87 and the cancellation of interest in the amount of \$20.31.

ADOPTED

RESOLUTION NUMBER: 2024-10-457
7.13 ADMINISTRATION
POPPY WREATH – NOVEMBER 11, 2024, REMEMBRANCE DAY



WHEREAS the Royal Canadian Legion requests the participation of the Municipality on Remembrance Day for our soldiers who died during the wars ending in 1918 and 1945;

WHEREAS Armistice Day was established in 1919, and whereas in 1931 the federal government decreed that what was referred to as Armistice Day would henceforth be observed on November 11 at 11 a.m., and the name was changed to Remembrance Day, and this day would be more dedicated to the memory of fallen soldiers;

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

THAT Council authorizes a donation of \$65 for the purchase of a poppy wreath. Poppies grew in the fields of Flanders in France after World War I.

ADOPTED

7.14 ADMINISTRATION
RESOLUTION NUMBER: 2024-10-458
CONTRACT RENEWAL WITH
ENTRETIEN MÉNAGER G. DUMONT

WHEREAS Entretien ménager G. Dumont is offering the Municipality a contract for the year 2025, with a 3.5% increase;

WHEREAS the agreement stipulates that the renewal must be confirmed ninety (90) days before the end of the contract, i.e. the end of September 2024 for the year 2025;

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

THAT Council authorizes the new agreement with a 3.5% markup.

ADOPTED

7.15 ADMINISTRATION
RESOLUTION NUMBER: 2024-10-459
RENEWAL OF UMQ MEMBERSHIP IN 2025

WHEREAS the municipality is a member of the Union des municipalités du Québec (UMQ) and wishes to renew its membership;

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

THAT Council authorizes membership in the UMQ.

ADOPTED



**7.16 ADMINISTRATION
RESOLUTION NUMBER: 2024-10-460
CAIN LAMARRE - PROFESSIONAL SERVICES MANDATE FOR 2025
AND PURCHASE OF A BANK OF HOURS**

WHEREAS the Municipality's legal advisors are offering their professional services for the year 2025 as well as the possibility of purchasing a bank of hours at a reduced price, i.e. \$3,000 plus taxes, administrative fees and services of 7.5%, which represents 15 hours;

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

THAT Council authorizes the mayor, the Director General and Clerk-Treasurer, or any other representative mandated by Council to use the services of Cain Lamarre from the bank of hours and, if necessary, for the consultation service for the period from January 1 to December 31, 2025.

ADOPTED

**7.17 ADMINISTRATION
RESOLUTION NUMBER: 2024-10-461
THE 2025 TOUR DES ARTS – LETTER OF SUPPORT**

WHEREAS the Tour des Arts is a non-profit organization dedicated to the promotion of artists and artisans in the region;

WHEREAS the Tour des Arts is seeking the support of the Municipality by preparing a letter of intent for financial support for their grant application to Canadian Heritage and SODEC;

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

THAT Council supports the Tour des Arts, which celebrated its 35th edition in 2024 and mandates its Director General to prepare a letter of intent for financial support for grant applications.

ADOPTED

**RESOLUTION NUMBER: 2024-10-462
7.18 CONTRACT – PHILIPPE BARRETTE – INSPECTION AND MONITORING
OF PROPERTIES WITH SWIMMING POOLS AS MUNICIPAL BUILDING AND
ENVIRONMENT OFFICER**

WHEREAS Mr. Philippe Barrette has submitted a service offer for the inspection of properties with swimming pools and compliance monitoring;

WHEREAS Mr. Barrette can work with the Municipality one day per week;

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 a statement of offence and to enforce municipal by-laws on their behalf;

IT WAS MOVED BY: Nancy Lanteigne
SECONDED BY: Eddy Whitcher
AND RESOLVED UNANIMOUSLY



THAT Council accepts the offer of service from Mr. Philippe Barrette to inspect and monitor properties with swimming pools;

THAT Council designates Mr. Philippe Barrette, Municipal Building and Environment 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 Layout 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 460-2023 Concerning Peace, Order and Nuisances
- And any other by-laws applicable to the position.

ADOPTED

RESOLUTION NUMBER: 2024-10-463

**7.19 SERVICE CONTRACT FOR EMERGENCIES ONLY WITH THE MUNICIPALITY OF SAINT-ÉTIENNE-DE-BOLTON FOR THE SERVICE OF A MUNICIPAL BUILDING AND ENVIRONMENT OFFICER
APPOINTMENT OF THE PERSON AUTHORIZED TO ISSUE TICKETS AND ENFORCE MUNICIPAL BY-LAWS**

WHEREAS this contract with Saint-Étienne-de-Bolton is for **emergencies only**;

WHEREAS the person in-charge for the municipality of Saint-Étienne-de-Bolton is Mrs. Isabelle Perreault;

WHEREAS section 147 of the *Code of Penal Procedure* (R.S.Q., c. C-25.1), which deals with the issuance of a statement 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 his behalf;

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

THAT Council designates Mrs. Isabelle Perreault, Municipal Building and Environment Officer, for emergencies, as the designated officer to apply and enforce 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 Layout 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

**7.20 ADMINISTRATION
RESOLUTION NUMBER: 2024-10-464
PURCHASE OF A BANK OF HOURS - ACCOUNTANT**

WHEREAS the Municipality uses the services of an accountant to perform accounting tasks;

WHEREAS the accounts are now up to date;

WHEREAS the Municipality wishes to purchase a bank of 200 hours to carry out accounting tasks;

WHEREAS Mr. Lemelin works for the Municipality one day a week to ensure the smooth running of the accounts and thus provide the members of Council with monthly, quarterly, and annual reports, and work with management during the production of the budget;

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

THAT Council authorizes the purchase of a bank of 200 hours.

THAT Mr. Lemelin should present the required reports and submit invoices monthly.

ADOPTED

**7.21 ADMINISTRATION
RESOLUTION NUMBER: 2024-10-465
50 YEARS OF HISTORY – LE GUIDE - PUBLICATION**

WHEREAS Le Guide will celebrate 50 years of local news;

WHEREAS for five decades, the local newspaper has shared and celebrated the defining moments of our community;

CONSIDERING THAT the cost of publication is as follows;

- | | |
|------------------|----------|
| ○ Full page | \$ 1,409 |
| ○ Half | \$852 |
| ○ A third page | \$643 |
| ○ A quarter page | \$501 |
| ○ A sixth page | \$379 |
| ○ An eighth page | \$282 |

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

THAT Council agrees to pay one-eighth of a page for an advertisement in the amount of \$282.

ADOPTED

7.22 ADMINISTRATION

**RESOLUTION NUMBER: 2024-10-466
PURCHASE OF A HARD DRIVE FOR THE SERVER**



WHEREAS we have a faulty hard drive on our server;

WHEREAS GC Brieau has noted this defect and recommends that this disc must be replaced and a technician will have to come to the site to carry out this replacement;

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

THAT Council authorizes this replacement and also authorizes the travel expenses of the technician to carry out this replacement.

ADOPTED

**8.1 ROADS AND INFRASTRUCTURE
RESOLUTION NUMBER: 2024-10-467
ROADS AND INFRASTRUCTURE
8.1 END OF MR. MARTIN ST-JACQUES' TERM OF OFFICE**

WHEREAS Mr. St-Jacques informed us that he was ending his term on October 4, 2024;

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

THAT Council thanks Mr. St-Jacques for the work done and wishes him well in his future endeavours.

THAT the Acting Director General and Clerk-Treasurer wishes to thank Mr. St-Jacques for his support since her arrival last April.

ADOPTED

**8.2 ROADS AND INFRASTRUCTURE
TABLING OF THE PETITION FROM MAPLE TERRACE ROAD RESIDENTS**

The Acting Director General and Clerk-Treasurer tabled the petition signed by 14 residents of Maple Terrace Road.

The request is for the reduction of the speed limit to 30 km/h.

**8.3 ROADS AND INFRASTRUCTURE
ADOPTION – BY-LAW 463-2024
– REGARDING SPEED LIMITS**

WHEREAS a notice of motion was given by Councillor Gilles Asselin for the adoption of By-law 463-2024 concerning speed limits;

WHEREAS the draft by-law was tabled on September 9, 2024;

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

TO ADOPT By-law 463-2024 concerning speed limits.

ADOPTED



**8.4 ROADS AND INFRASTRUCTURE
RESOLUTION NUMBER: 2024-10-468**

**CONTRACT AWARDED FOR THE REHABILITATION OF CULVERT NUMBER
5038 – CHEMIN DE GLEN**

WHEREAS the opening of tenders took place on September 19, 2024, at 11 a.m.;

WHEREAS the bidders were as follows:

CONTRACTOR	BID AMOUNT	REVISED AMOUNT
Excavation St-Pierre et Tremblay inc.	\$288,482.81	
Excavation Dominic Carey Inc.	\$357,274.40	
Entreprises Richard Brisson Inc.	\$381,595.00	
Excavation Désourdy inc.	\$397,708.00	
Huard Excavation Inc.	\$429,259.00	
Excavation A.R. Valois Inc.	\$434,951.45	
Excavation M. Leclerc	\$446,862.50	
Couillard Construction Limited	\$452,014.00	
Normand Jeanson Excavation Inc.	\$559,049.07	\$559,048.07
Colas Quebec Group Inc.	\$597,000.00	

The amounts exclude taxes.

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

THAT the engineer, Mrs. Johanne Brodeur, confirmed that the offer of Excavation St-Pierre et Tremblay inc. was considered compliant and recommended that the contract in the amount of \$288,482.81 plus taxes, be awarded to this firm if the municipality's administrative conditions and budgets are respected.

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

THAT a copy of the resolution be sent to the Department of Transport and to the local MNA, Mrs. Isabelle Charest.

ADOPTED

**RESOLUTION NUMBER: 2024-10-469
ROADS AND INFRASTRUCTURE
8.5 TENDER BY ENTREPRISE PLOYARD 2000 INC.
BAILEY ROAD – GUARDRAILS**

WHEREAS the Ministry of Transport has inspected the northeast approach barrier on Bailey Road and recommends that corrective action be taken to avoid any situation that poses a risk to the safety of users and to prevent possible damage to the structure;

WHEREAS a tender was received from Entreprise Ployard 2000 Inc. for the straightening or replacement of 9 posts and 3 half-round ends to replace the tapered end;

WHEREAS the price is \$2,900 plus taxes;

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Nancy Lanteigne
AND RESOLVED UNANIMOUSLY



THAT Council accepts the bid of Ployard 2000 Inc. at a cost of \$2900 plus taxes.

ADOPTED

**RESOLUTION NUMBER: 2024-10-470
ROADS AND INFRASTRUCTURE
8.6 PROGRESS PAYMENT NO. 3 – FINAL ACCEPTANCE**

WHEREAS engineer Bruno Lortie inspected the resurfacing work carried out by Excavation Désourdy on Argyll, Brill, Fuller, and Stagecoach roads;

WHEREAS the initial amount of the work was \$728,770 before taxes, the modifications accepted were \$192,731.36 and an adjustment to final quantities was \$62,647.80, for a contract amount of \$858,953.56 before taxes;

WHEREAS there remains a final release of holdback in the amount of \$42,947.08 to be paid to Excavation Désourdy;

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

THAT Council authorizes the payment of \$42,947.68 since Engineer Bruno Lortie has confirmed final acceptance.

ADOPTED

**10.
PUBLIC SECURITY**

Nothing to discuss.

**11.
HEALTH AND WELL-BEING**

Nothing to discuss.

12. LEISURE AND CULTURE

Nothing to discuss.

**13.
VARIA
RESOLUTION NUMBER: 2024-10-471
END OF MANDATE – MUNICIPAL INSPECTION**

WHEREAS the firm Inspection Municipale does not wish to sign the contract presented on October 1, 2024;

WHEREAS there was a verbal agreement with the firm Inspection Municipale since April 2024, that in July Council had adopted resolution 2024-07-384 amending the verbal agreement for an indefinite period;

WHEREAS that resolution also mentioned that the Municipality would be posting this position;



IT WAS MOVED BY: Margarita Lafontaine
SECONDED BY: Nancy Lanteigne
AND RESOLVED UNANIMOUSLY

THAT Council has terminated the verbal agreement.

THAT Council thanks Mrs. Brousseau for her work and dedication during her time with the Municipality.

ADOPTED

**14.
SECOND QUESTION PERIOD**

Council held a second question period during which those attending the live broadcast could ask questions to members.

Council answered all questions form citizens.

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

**15.
RESOLUTION NUMBER: 2024-10-472
ADJOURNMENT**

The agenda having been exhausted,

IT WAS MOVED BY: Loren Allen
AND UNANIMOUSLY RESOLVED

TO ADJOURN the sitting at 9:22 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.