



No de résolution
ou annotation

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

A regular Council meeting of the Municipality of West Bolton, held on Monday, November 11, 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

Via Zoom:

Nancy Lanteigne, Councillor No. 6

The Councillors present formed a quorum, and the sitting was presided over by Mr. Denis Vaillancourt, Mayor. The Director General and Clerk-Treasurer, Mrs. Léa Laplante, and the acting Director General and Clerk-Treasurer, Mrs. Monique Pépin, were also present, in accordance with the provisions of the Municipal Code of Québec.

Six (6) other individuals were present at the meeting.

AGENDA

1. **CALL TO ORDER**
2. **ADOPTION OF THE AGENDA**
3. **FIRST QUESTION PERIOD**
4. **APPROVAL OF MINUTES**
5. **CORRESPONDENCE**
 - 5.1 Finance Québec – Deposit of a \$34,501.58 Subsidy
 - 5.2 Honours Program – Lieutenant Governor's Medal for Seniors to Individuals from Our Region
6. **TOWN PLANNING**
 - 6.1. Report of the Municipal Building and Environment Officer
 - 6.2. Purchase of a Telephone for the Municipal Officer
 - 6.3. PAC Members – End of Term, Search for New Members and Appointment of New Members
 - 6.4 Gestim Inspection 2024 Hiring to Help Fill the Position of Municipal Officer
 - 6.5 FQM – Advertisement for the position of Municipal Building and Environment Officer
7. **ADMINISTRATION**
 - 7.1. Approval of Accounts Paid and Payable
 - 7.2. Notice of Motion - By-law 468-2024 Respecting Contract Management
 - 7.3. Notice of Motion - By-law 464-2024 Respecting the Control and Responsible Care of Domestic Animals
 - 7.4. Notice of Motion - By-Law No. 469-2024 Establishing Working Capital, Repealing and Replacing By-Law 396-2023
 - 7.5. Notice of Motion - Standardized Fire Prevention By-law No. 465-2024, Repealing By-law 312 and Any Other By-law Concerning Fire Prevention
 - 7.6. Notice of Motion - By-law 466-2024 Respecting the Internal Governance of Council Meetings
 - 7.7. Mandate to Mrs. Monique Pépin to Maintain Responsibility for File 1030510-J of the Access to Information Commission
 - 7.8. Mandate to Mrs. Monique Pépin as Mentor for the Director General and for the Administrative Assistant/Receptionist
 - 7.9. End of Mrs. Monique Pépin's term as Acting Director General and Clerk-Treasurer



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- 7.10. Resolution to Maintain the Status of a Recognized Bilingual Municipality
- 7.11. Adoption of a Special Directive on the Use of a Language Other Than the Official Language
- 7.12. Tabling of the Language Directive
- 7.13. Schedule of Council Meetings for 2025
- 7.14. Quote for the Installation of Surveillance Cameras
- 7.15. Salary Increase – Administrative Assistant/Receptionist
- 7.16. Hiring of a day labourer in the Roads and Infrastructure Department
- 8. **ROADS AND INFRASTRUCTURE**
 - 8.1 TECQ Government Contribution 2024-2028
 - 8.2. Agreement Concerning Maintenance of the Section of Summit Road Adjoining Saint-Étienne-de-Bolton
 - 8.3 Report to the Ministry of Transportation Regarding Information Provided during Municipal Road Closures – Last-minute Alert
- 9. **ENVIRONMENT**
- 10. **PUBLIC SECURITY**
 - 10.1 First Responder Service Agreement with the Town of Brome Lake
 - 10.2 Disputing Costs - Department of Public Security
- 11. **HEALTH AND WELL-BEING**
- 12. **LEISURE AND CULTURE**
 - 12.1 Announcement - Conference: Design of a Food Forest (Forest Garden)
- 13. **VARIA**
 - 13.1 CPTAQ – Application for Use for a Purpose Other Than Agriculture Lot 5 192 361, Cadastre of Quebec
- 14. **SECOND QUESTION PERIOD**
- 15. **ADJOURNMENT**

1.
CALL TO ORDER

With the members participating at the start of the meeting forming a quorum, the meeting was called to order by the mayor at 7:30 a.m.

2. ADOPTION OF THE AGENDA
RESOLUTION NUMBER: 2024-11-473

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

TO ADOPT the agenda with amendments to item 12 by adding item 12.1 as follows: Announcement regarding the Food Forest Project.

ADOPTED

3.
FIRST QUESTION PERIOD

Council held a first question period.

4.
RESOLUTION NUMBER: 2024-11-474
5. APPROVAL OF MINUTES FOR THE MONTH OF OCTOBER 2024

IT WAS MOVED BY: Eddy Whitcher
SECONDED BY: Loren Allen



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AND RESOLVED UNANIMOUSLY

TO APPROVE the French and English versions of the minutes of the regular meeting of October 14, 2024.

ADOPTED

5.
CORRESPONDENCE

- 5.1 Finance Québec – deposit of a \$34,501.58 subsidy.
- 5.2 Honours Program – Lieutenant Governor's Medal for Seniors to individuals from our region.

6. TOWN PLANNING
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
October 3 to November 6, 2024

TYPE OF PERMIT	NUMBER OF PERMITS	VALUE OF WORK	COST OF PERMITS
Extension	1	\$475,000	\$475.00
Pending permits	10		
Renovation	3	\$117,000.00	\$264.00
TOTAL	4	\$592.000.00	\$739.00

5 site visits
95 permits sent to the RCM

6.2 TOWN PLANNING
RESOLUTION NUMBER: 2024-11-475
PURCHASE OF A PHONE

CONSIDERING THAT the availability and accessibility of a municipal officer are essential for the proper functioning of the Municipality;

WHEREAS the purchase of a cell phone will allow the municipal officer to respond more effectively to requests, thus contributing to better management of municipal files and facilitating the transfer of files during replacements;

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

THAT the costs associated with the purchase and use of this cell phone be borne by the Municipality and that this expense be financed from the general account of the Municipality.



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THAT the Municipal Officer is committed to using this equipment responsibly and in accordance with City policies relating to the use of electronic resources

ADOPTED

**6.3 TOWN PLANNING
RESOLUTION NUMBER: 2024-11-476
MEMBERS OF THE PAC**

WHEREAS the terms of office of Mr. Gilles Asselin and Mr. Eddy Whitcher, members of the Planning Advisory Committee (PAC), are coming to an end;

WHEREAS the Planning Advisory Committee (PAC) must be made up of seven (7) voting members appointed by Municipal Council resolution;

WHEREAS It is important to maintain an active and balanced composition within the PAC to ensure the harmonious planning and development of the Municipality;

WHEREAS two of the members of Council must serve for a period of one (1) year;

WHEREAS the term of office of the resident members is two years and is composed of the following members:

- Monique Dutil
- Thomas Dupéré
- Timothy Goforth
- Sylvie Hébert
- Dominique Murphy

WHEREAS there is a desire to renew the mandate of the members mentioned above for a period of two years;

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

THAT the term of office of Mr. Gilles Asselin on the Planning Advisory Committee (PAC) officially ends as of the date of this meeting;

THAT Mrs. Marie-Blanche Richer who has expressed her interest in serving on the PAC, be appointed as a member of the PAC for a one (1)-year term, starting November 11, 2024;

THAT the term of office of Mr. Eddy Whitcher be renewed for a period of one (1) year;

THAT the terms of office of the resident members be renewed as of this day as follows:

- | | |
|---------------------|---------------------------|
| • Monique Dutil, | for a period of two years |
| • Thomas Dupéré, | for a period of one year |
| • Timothy Goforth, | for a period of two years |
| • Sylvie Hébert, | for a period of one year |
| • Dominique Murphy, | for a period of one year |

THAT the Municipality would like to thank Mr. Gilles Asselin for his commitment and contributions to the PAC throughout his mandate.

ADOPTED



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6.4 TOWN PLANNING
RESOLUTION NUMBER: 2024-11-477
GESTIM INSPECTION

CONSIDERING that the Municipality's Town Planning department is currently in the process of recruiting to fill a vacant position, which temporarily limits the capacity to process files;

CONSIDERING the large volume of permit applications and other town planning files requiring processing within the prescribed deadlines in order to meet the expectations of citizens and comply with existing by-laws;

WHEREAS an external firm specializing in town planning can provide temporary assistance to ensure the processing of pending files and maintain service within stipulated deadlines;

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

THAT the Municipality should temporarily hire an external planning firm, GESTIM, to support the Town Planning department in the processing of files, including permit applications;

THAT this external firm be mandated to intervene on an ad hoc basis, as needed, in order to respect the processing times prescribed by the Municipality;

THAT the Municipality provide a laptop connection to GESTIM for the duration of their service, allowing them to access the Municipality's system;

THAT costs associated with the hiring of GESTIM be charged to the budget of the Planning Department.

THAT the Municipality, with the help of Mr. Philippe Barrette, should ensure regular follow-up of the collaboration with the firm in order to guarantee the quality of service and the respect of deadlines.

ADOPTED

6.5 TOWN PLANNING
RESOLUTION NUMBER: 2024-11-478
**FQM – ADVERTISEMENT FOR THE POSITION OF MUNICIPAL BUILDING
AND ENVIRONMENT OFFICER**

WHEREAS the position of Building and Environmental Officer is currently vacant within the Municipality, which limits the capacity to process files related to building permits, regulatory compliance and environmental protection;

WHEREAS it is necessary to fill this position in order to ensure effective service to citizens and maintain compliance with municipal standards and by-laws;

WHEREAS the *Fédération Québécoise des Municipalités* (FQM) offers a recruitment service to support the Municipality in the posting and selection of qualified candidates;

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



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THAT Council authorizes the Director General and Clerk-Treasurer to proceed with the posting of the vacant position of a full-time Municipal Building and Environment Officer.

THAT the Director General should contact the FQM to carry out the recruitment and selection process in order to fill this position as soon as possible.

THAT costs related to the FQM's posting and services be covered by the land use planning account.

ADOPTED

7.1 ADMINISTRATION
RESOLUTION NUMBER: 2024-11-479
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 in the total amount of \$207,983.18, including salaries and credit card expenses amounting to \$396.07, **AND TO ALSO APPROVE** the list of accounts payable for the month in the amount of \$90,184.59 for an overall total of \$298,167.77.

THAT Council authorizes the settlement of these accounts.

ADOPTED

7.2 ADMINISTRATION
NOTICE OF MOTION
BY-LAW NO. 468-2024 RESPECTING CONTRACT MANAGEMENT

Notice of motion was given by Councillor Gilles Asselin, to the effect that at a future Council meeting, By-law 468-2024 Respecting Contract Management, which amends By-law number 379-2021, will be presented for adoption.

Councillor Gilles Asselin tabled draft By-law 468-2024 Respecting Contract Management, which amends By-law number 379-2021 as requested by the Government of Quebec.

A copy of the draft is attached is appended to this notice.

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

7.3 ADMINISTRATION
NOTICE OF MOTION
BY-LAW 464-2024 RESPECTING THE CONTROL AND RESPONSIBLE CARE OF DOMESTIC ANIMALS AND REPEALING BY-LAW 286 OF MARCH 4, 1996

Notice of motion was given by Councillor Loren Allen to the effect that at a future Council meeting, By-law 464-2024 Concerning the Responsible Control and Care of Domestic Animals and Repealing By-law 286 of March 4, 1996, will be presented for adoption.



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Councillor Loren Allen tabled Draft By-law 464-2024 Respecting the Control and Responsible Care of Domestic Animals and Repealing By-law 286 of March 4, 1996.

A copy of the draft was appended to this notice.

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

7.4 ADMINISTRATION

NOTICE OF MOTION BY-LAW 469-2024 ESTABLISHING WORKING CAPITAL AND REPEALING BY-LAW 396-2023

Notice of motion was given by Councillor Margarita Lafontaine, to the effect that at a future Council meeting, By-law 469-2024 Establishing Working Capital and Repealing By-law 396-2023, will be presented for adoption.

Councillor Margarita Lafontaine tabled draft by-law 469-2024 Establishing Working Capital and Repealing by-law 396-2023.

A copy of the draft was appended to this notice.

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

7.5 ADMINISTRATION

NOTICE OF MOTION STANDARDIZED FIRE PREVENTION BY-LAW NO. 465-2024, REPEALING BY-LAW 312 AND ANY OTHER BY-LAW CONCERNING FIRE PREVENTION

Notice of motion was given by Councillor Eddy Whitcher, that at a future Council meeting, Standardized Fire Prevention By-law No. 465-2024, Repealing By-law 312 and Any Other By-law Concerning Fire Prevention will be presented for adoption.

Councillor Eddy Whitcher tabled the draft Standardized Fire Prevention By-law No. 465-2024, Repealing By-law 312 and Any Other By-law Concerning Fire Prevention.

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 the meeting.

7.6 ADMINISTRATION

NOTICE OF MOTION BY-LAW NUMBER 466-2024 RESPECTING THE INTERNAL GOVERNANCE OF COUNCIL MEETINGS OF THE MUNICIPALITY OF WEST BOLTON

Notice of motion was given by Councillor Marie-Blanche Richer, to the effect that at a future Council meeting, By-law 466-2024 Concerning the Internal Governance of Council Meetings of the Municipality of West Bolton will be presented for adoption.



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Councillor Marie-Blanche Richer tabled draft by-law 466-2024 Concerning the Internal Governance of Council Meetings of the Municipality of West Bolton.

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 meeting.

7.7 ADMINISTRATION

**RESOLUTION NUMBER: 2024-11-480
MANDATE TO MRS. MONIQUE PÉPIN TO MAINTAIN
RESPONSIBILITY FOR FILE 1030510-J OF THE COMMISSION
D'ACCÈS À L'INFORMATION**

WHEREAS the matter in question has been postponed to January 2025;

WHEREAS Council wishes Mrs. Pépin to remain the person responsible for the file in question;

WHEREAS Mrs. Pépin has agreed to remain in charge of this matter;

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

THAT Council mandates Mrs. Monique Pépin to maintain responsibility for this file until it is presented to the *Commission d'accès à l'information* in January 2025 or until file number 1030510-J is closed.

ADOPTED

7.8 ADMINISTRATION

**RESOLUTION NUMBER: 2024-11-481
MANDATE TO MRS. MONIQUE PÉPIN AS MENTOR FOR THE
DIRECTOR GENERAL AND CLERK-TREASURER AS WELL AS FOR THE
ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

WHEREAS Council wishes Mrs. Monique Pépin to offer her mentoring services for the Director General and Clerk-Treasurer as well as for the Administrative Assistant/Receptionist;

WHEREAS Mrs. Pépin has agreed to maintain responsibility for this matter;

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

THAT Council appoints Mrs. Monique Pépin as a mentor to assist the two employees by email or phone.

THAT the fees for this service be maintained at the current price and that telephone charges will be about \$15/month.

ADOPTED



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7.9 ADMINISTRATION

RESOLUTION NUMBER: 2024-11-482 END OF MANDATE OF MRS. MONIQUE PÉPIN AS ACTING DIRECTOR GENERAL AND CLERK-TREASURER

WHEREAS Council has recently hired Mrs. Léa Laplante to fill the position of Director General and Clerk-Treasurer;

WHEREAS Mrs. Pépin had mentioned to Council that she would remain in office until November 15, 2024;

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

THAT Council thanks Mrs. Monique Pépin for her work for the Municipality and greatly appreciates her commitment to the cause of our Municipality despite all the challenges and obstacles she has had to overcome for several months.

Thanks to her dedication, several projects have been completed or are in the process of being completed, including the employee handbook, which will be an important legacy of her long experience in the management of several municipalities in Quebec.

Finally, we are very grateful for her assistance in recruiting and mentoring new staff, maintaining responsibility for file 1030510-J and providing mentoring services.

ADOPTED

Mrs. Monique Pépin left the meeting at 8:42 p.m.

7.10 ADMINISTRATION

RESOLUTION NUMBER: 2024-11-483 ACT RESPECTING FRENCH, THE OFFICIAL AND COMMON LANGUAGE OF QUÉBEC - MAINTAINING THE STATUS OF A RECOGNIZED BILINGUAL MUNICIPALITY

WHEREAS the Municipality of West Bolton adopted Resolution 010-0123 on January 16, 2023, confirming Council's intention to maintain its bilingual status and whereas the Municipality is recognized by the *Charter of the French Language* to have this status;

WHEREAS a notice was given on December 12, 2022, by the *Office québécois de la langue française* (hereinafter "Office") to the effect that the Municipality of West Bolton does not meet the condition required under section 29.1 of the *Charter of the French Language* (CQLR, c. C11) (hereinafter the "Charter"), that is, that more than half of the residents of its territory have English as their mother tongue;

WHEREAS according to demolinguistic data collected in the 2021 Statistics Canada census, 49.0% of residents of the Municipality reported having English as their mother tongue;

WHEREAS under section 29.2 of the Charter, the recognition obtained by the Municipality will be withdrawn, by the sole effect of the Act, at the end of a period of 120 days from the date of receipt of the notice sent by the Office;



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WHEREAS this recognition shall nevertheless be maintained if, before that date, the Municipality adopts a resolution to that effect and notifies the Office without delay;

WHEREAS it is in the interest of the Municipality to maintain its status as a bilingual entity;

WHEREAS by maintaining bilingual status, it recognizes the importance of expressing respect for the two linguistic cultures on its territory;

IT WAS MOVED BY: Loren Allen

SECONDED BY: Eddy Whitcher

AND RESOLVED UNANIMOUSLY

THAT the Municipal Council confirms its intention to maintain the status of the Municipality of West Bolton as an entity recognized by the *Charter of the French Language* (bilingual status), thus demonstrating its interest in recognizing the two linguistic cultures on its territory;

That a certified copy of this resolution be forwarded to the *Office québécois de la langue française* without delay.

ADOPTED

7.11 ADMINISTRATION

RESOLUTION NUMBER: 2024-11-484

**ADOPTION OF A SPECIAL DIRECTIVE ON THE USE OF A LANGUAGE
OTHER THAN THE OFFICIAL LANGUAGE**

WHEREAS on June 1, 2022, of the *Act respecting French, the official and common language of Quebec* (S.Q. 2022, c. 14) received assent, thus amending the *Charter of the French Language* (CQLR, c. C-11) (hereinafter the "Charter");

WHEREAS the Charter sets out a duty of exemplarity for the Administration, requiring municipal bodies to use the French language in an exemplary manner in their activities;

WHEREAS the State Language Policy, which came into effect on June 1, 2023, applies to municipal bodies;

WHEREAS the *Regulation respecting the language of the civil administration* (CQLR, c. C-11, r.8.1) and the *Regulation respecting the derogations to the duty of exemplarity of the civil administration and the documents drawn up or used in research* (CQLR, c. C-11, r.5.1) complete the legal framework applicable to the Administration with respect to the use of French and provide, in addition to those set out in the Charter, situations where a language other than French may be used;

WHEREAS, in accordance with section 29.15 of the Charter, An agency of the civil administration to which the language policy of the State applies shall make a directive specifying the nature of the situations in which it intends to use a language other than French in the cases where such use is allowed by the Charter and its regulations and review it at least every five years;

WHEREAS an organization recognized under section 29.1 of the Charter may derogate from the obligation to use French in an exemplary manner when, in accordance with the Charter, it uses the language that its recognition allows it to use;

WHEREAS the Municipality was founded by Anglophones, and whereas Francophones and Anglophones have been working together for several years to maintain its historical heritage.



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WHEREAS the Municipality respects both cultures and wishes to include them based on equal rights between human beings.

WHEREAS the Municipality is obliged to transmit this directive, as well as any subsequent review, to the Minister of the French Language in addition to making it public on the Municipality's website;

Therefore,

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Marie-Blanche Richer

AND RESOLVED UNANIMOUSLY

To adopt the "*Directive respecting the use of a language other than the official language of the Municipality of West Bolton*" attached as Appendix A (hereinafter the "Directive");

THAT the Directive of the Municipality of West Bolton replaces the general directive of the Minister of the French Language in effect since June 1, 2023;

THAT this Directive shall be:

- transmitted to the Minister of the French Language;
- published on the Municipality's website;
- distributed to the staff of the Municipality of West Bolton;
- reviewed at least every five years.

ADOPTED

7.12 ADMINISTRATION TABLING OF THE LANGUAGE DIRECTIVE

Municipality of West Bolton

Exceptions

List of exceptions provided for in the Charter of the French Language and its regulations.

1. Theme 1 - Written and oral communications with legal persons and enterprises established in Québec

An individual who operates a sole proprietorship - CLF 16 RLA 3

The organization may use another language, in addition to the official language, when communicating with a natural person who is carrying on a sole proprietorship if the organization has the ability to communicate in another language with that person while the person is not acting in the course of carrying on his or her business.

N. B. The ability to communicate in another language with this person when he or she is not acting in the course of carrying on his or her business is determined in accordance with the exceptions for communications with natural persons listed under Theme 3 of this tool.

1. In what cases, under what circumstances, in what situations and for what purposes does the organization intend to use a language other than French?

If the company is an English-speaking person, the latter will be served in his or her language.



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2. What measures or instructions must be followed by the organization before a language other than French can be used?

If we find that someone is an anglophone and is having difficulty, we will respond in their language

2. Theme 2 - Written submissions to the Administration by legal persons and enterprises to obtain a permit, authorization, grant or other form of financial assistance.

Sole proprietorship - CLF 21.9 RLA 6(4)

The written document may be in a language other than French when it is sent by a natural person who carries on a sole proprietorship and the organization has the option of using another language, in addition to the official language, in its communications with that person when the latter is not acting in the course of carrying on his business.

1. In what cases, under what circumstances, in what situations and for what purposes does the organization intend to use a language other than French?

If the person is English-speaking, they will have written to us in English, so the Municipality agrees to answer in their language.

2. What measures or instructions must be followed by the organization before a language other than French can be used?

Ensure that municipal employees respond in English when requested by the citizen.

3. Theme 3 - Written and oral communications with natural persons and other communications

Person eligible for instruction in English - CLF 22.2

The organization may correspond or otherwise communicate in writing in English, without the obligation to also use the official language, when a person who has been declared eligible to receive instruction in English under the provisions of Division I of Chapter VIII of the CFL, other than sections 84.1 and 85 (temporary entry exemption), so requests.

1. In what cases, under what circumstances, in what situations and for what purposes does the organization intend to use a language other than French?

In English only when the request is made

2. What measures or instructions must be followed by the organization before a language other than French can be used?

We speak in French, and when he/she speaks in English, we respect him/her, and we speak English. Correspondence in English before May 13, 2021 - CLF 22.2



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The organization may correspond or otherwise communicate in writing in English when the Administration corresponded only in English with a particular natural person in relation to a file concerning him/her before May 13, 2021, and for a reason other than a health emergency.

1. In what cases, under what circumstances, in what situations and for what purposes does the organization intend to use a language other than French?
2. Communication with English-speaking citizens

2. What measures or instructions must be followed by the organization before a language other than French can be used?

When we receive a citizen, if he/she is an English-speaker, we answer in English

As prescribed by the Act respecting French, the official and common language of Quebec, adopted on June 1, 2022.

Section 29.15 of the Charter of the French Language

7.13 ADMINISTRATION

RESOLUTION NUMBER: 2024-11-485 SCHEDULE OF COUNCIL MEETINGS 2025

WHEREAS Council must set the dates for regular Council meetings of the Municipality for the year 2025;

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

THAT Council adopts the following schedule of Council meetings for 2025:

Monday, January 13 at 7:30 pm
Monday, February 3 at 7:30 p.m.
Monday, March 3 at 7:30 p.m.
Monday, April 7 at 7:30 p.m.
Monday, May 5 at 7:30 p.m.
Monday, June 2 at 7:30 p.m.
Monday, July 7 at 7:30 p.m.
Monday, August 4 at 7:30 p.m.
Monday, September 8 at 7:30 p.m.
Monday, October 6 at 7:30 p.m.
Monday, November 3 at 7:30 p.m.
Monday, December 1 at 7:30 p.m.
Monday, December 15 at 7:30 p.m. - Special Meeting – Budget 2025

That a public notice be given to this effect and that these dates be included on the municipal calendar for the year 2025.

ADOPTED



No de résolution
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POSTPONED TO NEXT SITTING

7.14 ADMINISTRATION

QUOTE FOR THE INSTALLATION OF SURVEILLANCE CAMERAS

7.15 ADMINISTRATION

**RESOLUTION NUMBER: 2024-11-486
SALARY INCREASE – ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

WHEREAS Council hired Mrs. Caroline Chrétien on August 8, 2018;

WHEREAS Mrs. Pépin informed Council that her performance appraisal exceeds expectations and that she deserves a salary increase;

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

THAT following the recommendations of Mrs. Monique Pépin, Council authorizes a salary increase as discussed.

ADOPTED

7.16 ADMINISTRATION

**RESOLUTION NUMBER: 2024-11-487
HIRING OF A DAY LABOURER FOR THE ROADS AND
INFRASTRUCTURE DEPARTMENT**

CONSIDERING that Council was looking for a day labourer in the Roads and Infrastructure department;

WHEREAS the Human Resources Committee has met with the candidates and recommends Mr. Jarrod Chagnon;

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

THAT Council authorizes the hiring of Mr. Chagnon as of the date of the contract, on the stated terms and conditions and the Mayor and the Director General are authorized to sign said contract.

ADOPTED

8.1 ROADS AND INFRASTRUCTURE

**RESOLUTION NUMBER: 2024-11-488
TECQ GOVERNMENT CONTRIBUTION 2024 -2028**

WHEREAS the government's last correspondence regarding the 2024-2028 Transfer Program for Water and Collective Infrastructure in Quebec (TECQ) announced the amounts allocated to each municipality;

WHEREAS there is a decrease in the amounts received for all municipalities and this decrease is attributable to the less generous portion of the funding provided by the federal government;

WHEREAS although the Quebec government has increased its total share of the program, the need for infrastructure investment is growing in



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ou annotation

municipalities and the costs associated with said work are increasingly expensive;

CONSIDERING Resolution No. 366-0824 of the Brome-Missisquoi RCM;

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

THAT the Municipal Council supports Resolution No. 366-0824 of the Brome-Missisquoi RCM and denounces the reduction of the federal government's contribution to the Quebec Water and Community Infrastructure Transfer Program (TECQ) and requests that the shortfall be redistributed to municipalities.

To transmit the resolution to the Minister of Municipal Affairs of Quebec, Andrée Laforest, the federal and provincial members of Parliament for our territory, the FQM, the UMQ and the local municipalities of the territory for support.

ADOPTED

8.2 ROADS AND INFRASTRUCTURE

**RESOLUTION NUMBER: 2024-11-489
AGREEMENT FOR MAINTENANCE OF THE
ABUTTING SECTION OF SUMMIT ROAD**

WHEREAS a one (1)-kilometre section of Summit Road abuts West Bolton and Saint-Étienne-de-Bolton;

WHEREAS this Agreement is valid from January 1, 2025, and expires on December 31, 2025;

WHEREAS a new agreement will have to be discussed annually;

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

THAT Council authorizes the Mayor, Mr. Denis Vaillancourt and the Director General and Clerk-Treasurer, to sign for and on behalf of the Municipality the proposed agreement for maintenance of the abutting section of Summit Road.

ADOPTED

**8.3 ROADS AND INFRASTRUCTURE
RESOLUTION NUMBER: 2024-11-490**

**REPORT TO THE MINISTRY OF TRANSPORT REGARDING
INFORMATION PROVIDED DURING MUNICIPAL ROAD CLOSURES -
LAST-MINUTE ALERTS**

WHEREAS on Friday, November 1, the Municipality received an alert for the closure of Route 215 between Fulford Road and Phelps Street due to the repair of a bridge in the Town of Brome Lake and whereas employees only became aware of it on Monday morning,

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



No de résolution
ou annotation

To suggest to the Ministry of Transport and Mobility that these notices be sent to municipalities with at least one week's notice.

To send a copy of this resolution to Minister Isabelle Charest, Member of the Provincial Assembly for Brome-Missisquoi, as well as to the local municipalities of the RCM for support.

ADOPTED

10. PUBLIC SECURITY

RESOLUTION NUMBER: 2024-11-491

10.1 FIRST RESPONDER AGREEMENT WITH BROME LAKE

WHEREAS as prescribed by section 569 et seq. of the *Municipal Code*, any local Municipality may enter into an agreement with any other Municipality, regardless of the law governing it, in respect of all or part of any domain within its jurisdiction;

WHEREAS the parties are free to enter into an agreement for the coverage of the territory of the Municipality of West Bolton by the Brome Lake First Responders Service;

WHEREAS the Municipality of West Bolton has a territory of 101.84 km², with no urban perimeter, and whereas the directory of municipalities in Quebec as of November 4, 2024, indicates a permanent population of 732 residents, plus a significant seasonal population;

WHEREAS Brome Lake has a territory with an area of 222.88 km², including several urban perimeters, and whereas the directory of Quebec municipalities dated November 4, 2024, indicates a permanent population of 6,252 residents, plus a significant seasonal population;

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

THAT Council authorizes the Mayor, Mr. Denis Vaillancourt and the Director General and Clerk-Treasurer, to sign for and on behalf of the Municipality the proposed agreement (whose purpose is to have the territory of the Municipality served by the First Responders Service of the Town of Brome Lake), as well as any document necessary to give full effect to this resolution.

ADOPTED

10. PUBLIC SECURITY

10.2 DISPUTING COSTS – DEPARTMENT OF PUBLIC SECURITY
RESOLUTION NUMBER: 2024-11-492

WHEREAS the Municipality is in the process of developing its budgets;

WHEREAS the forecast for police service for the year 2025 is \$262,837;

WHEREAS the cost for the year 2024 was \$236.109;

WHEREAS services to municipalities have been reduced as a result of the suppression of major positions;

WHEREAS a 10.2% increase is unacceptable, the citizens of West Bolton will be right to complain about the reduction in services and the increase that exceeds the September CPI of 1.6%;

IT WAS MOVED BY: Marie-Blanche Richer



No de résolution
ou annotation

SECONDED BY: Gilles Asselin
AND RESOLVED UNANIMOUSLY

THAT the Council for the Municipality of West Bolton requests the Minister of Public Security to review the required costs and the increase that exceeds the CPI for the month of September.

THAT municipalities must present balanced budgets with a reasonable rate of increase and especially not at the rate of 10.2%, when there have been significant cuts in the service provided.

THAT a copy of this resolution be sent to:
The Minister of Public Security
The Member of Parliament for the Brome Missisquoi RCM
All the municipalities of the Brome Missisquoi RCM

ADOPTED

**11.
HEALTH AND WELL-BEING**

Nothing to discuss.

12. LEISURE AND CULTURE

**12.1 ANNOUNCEMENT - CONFERENCE: DESIGNING A FOOD FOREST
(FOREST GARDEN)**

The West Bolton Agri-Food Citizens' Committee would like to invite the public to a free conference:

When: Saturday, November 30, 2024, from 10 a.m. to noon
Location: West Bolton Town Hall
Language: French
Admission: Free

Limited places: Please register by writing to CCABO2022@gmail.com

**13. VARIA
RESOLUTION NUMBER: 2024-11-493
13.1 CPTAQ – APPLICATION FOR USE FOR A PURPOSE OTHER
THAN AGRICULTURE – LOT 5 192 361 OF THE CADASTRE OF
QUEBEC**

WHEREAS the proposed project does not violate municipal by-laws and will not have a negative effect on agriculture in accordance with the criteria set out in Section 62 of the Act respecting the preservation of agricultural land and agricultural activities (R.S.Q., c. P-41.1);

IT WAS MOVED BY: Gilles Asselin
SECONDED BY: Marie-Blanche Richer
Against: Margarita Lafontaine
Eddy Whitcher
AND RESOLVED BY A MAJORITY

THAT Council recommends to the *Commission de protection du territoire agricole* that the application for the use of lot 5 192 361 of the cadastre of Quebec for a purpose other than agriculture be accepted.

ADOPTED



No de résolution
ou annotation

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 posed by citizens.

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

15.
RESOLUTION NUMBER: 2024-11-494
ADJOURNMENT

The agenda having been exhausted;

IT WAS MOVED BY: Margarita Lafontaine
AND UNANIMOUSLY RESOLVED

TO ADJOURN the meeting at 10:14 p.m.

Denis Vaillancourt
Mayor

Léa Laplante
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.