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

A regular Council meeting of the Municipality of West Bolton, held on Monday, May 5, 2025, at 7:30 p.m. at the Town Hall located at 9 Town Hall Road, West Bolton, with interactive webcast.

THE FOLLOWING WERE PRESENT:

Marie-Blanche Richer, Councillor No. 2
Loren Allen, Councillor No. 3
Eddy Whitcher, Councillor No. 4
Gilles Asselin, Councillor No. 5
Nancy Lanteigne, Councillor No. 6

THE FOLLOWING WAS ABSENT:

Margarita Lafontaine, Councillor No. 1

The councillors present formed a quorum, and the meeting was presided over by Mr. Denis Vaillancourt, Mayor. The Director General and Clerk-Treasurer, Mrs. Léa Laplante, was also present, in accordance with the provisions of the Municipal Code of Quebec.

Four (4) other individuals were present during the session.

AGENDA

1. **CALL TO ORDER**
2. **ADOPTION OF THE AGENDA**
3. **FIRST QUESTION PERIOD**
4. **APPROVAL OF MINUTES**
5. **CORRESPONDENCE**
 - 5.1. Quebec Disability Week – June 1 to June 7
 - 5.2. Closure of Town Hall on May 13 and 14, 2025
6. **TOWN PLANNING**
 - 6.1. Report of the Municipal Building and Environment Officer
 - 6.2. Tabling of the Minutes of the PAC – March 3, 2025 Meeting
 - 6.3. Request for Conditional Use as a Tourist Residence – 44 Stukely Road
 - 6.4. Request for Conditional Use as a Tourist Residence – 361 Brill Road
7. **ADMINISTRATION**
 - 7.1. Approval of Accounts Paid and Payable
 - 7.2. Enhancement of the TECQ Subsidy 2024-2028
 - 7.3. Time Bank with Numérique.ca for the Municipality's Website
 - 7.4. Agreement by Private Tender for the Services of a Laboratory for the Quality Control of Materials and for In Situ Soil Characterization – Glen Culvert Replacement Project
 - 7.5. Hiring of Mr. Philippe Barrette as a Municipal Officer
 - 7.6. ADMQ – Authorization to Participate in CBA/DG Training
 - 7.7. ADMQ – Authorization to Participate in the Annual Conference
8. **ROADS AND INFRASTRUCTURE**
 - 8.1. Roads Report
 - 8.2. Engineering Project Management Training
9. **ENVIRONMENT**
 - 9.1. Water Analysis Result - IDEC
 - 9.2. Pricing for Broken Bin Management



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10. PUBLIC SECURITY

- 10.1. Follow-up on the Resolution Regarding the Use of Flashing Green Lights by First Responders

11. HEALTH AND WELL-BEING

- 11.1. Relay for Life Walk – Canadian Cancer Society

12. LEISURE AND CULTURE

- 12.1. Application for a Passage Permit – 2025 Laval Police Officers' Cycling Tour
12.2. Recreation Partnership Agreement for West Bolton Residents

13. VARIA

14. SECOND QUESTION PERIOD

15. ADJOURNMENT

1. CALL TO ORDER

RECORDING OF THE SESSION BEGINS

With the councillors participating at the start of the meeting forming a quorum, the meeting was called to order by the mayor at 7:32 p.m.

The mayor made some opening remarks.

2. ADOPTION OF THE AGENDA

RESOLUTION NUMBER: 2025-05-054

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Marie-Blanche Richer

AND RESOLVED UNANIMOUSLY

TO ADOPT the agenda by amending item 5.2 as follows: REDUCTION OF ADMINISTRATIVE OPERATIONS – MAY 13 AND 14, 2025; and adding item 5.3 – Purchase of land for the Town Hall, procedure with the CPTAQ and item 7.4 is postponed.

ADOPTED

3. FIRST QUESTION PERIOD

Council held a first question period.

4. RESOLUTION NUMBER: 2025-05-055

APPROVAL OF THE MINUTES

OF THE REGULAR MEETING OF APRIL 7, 2025, AND THE SPECIAL MEETING OF APRIL 15, 2025

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Loren Allen

AND RESOLVED UNANIMOUSLY

THAT the French version of the minutes of the regular meeting of **April 7, 2025**, and the special meeting of **April 15, 2025**, be **approved as presented**.

The English versions will be adopted at a subsequent meeting.

ADOPTED

5. CORRESPONDENCE

A copy of the correspondence received was forwarded to members of Council.

5.1. QUEBEC DISABILITY WEEK – JUNE 1 TO JUNE 7

The Municipality has taken note of the 2025-2027 three-year campaign of the Office des personnes handicapées du Québec (OPHQ) under the theme "When we only see the difference, we lose sight of the potential". The Municipality will mark this awareness



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week by displaying the promotional material received on its premises.

5.2. REDUCTION IN ADMINISTRATIVE OPERATIONS – MAY 13 AND 14, 2025

On May 13 and 14 (Tuesday and Wednesday), the administrative operations at Town Hall will be reduced, as the Director General and the Administrative Assistant will participate in a training session with Élections Québec in preparation for the municipal elections in the fall, as part of their respective roles as returning officer and election clerk. Mrs. Pépin, the Acting Director General, will be present in the office during these two days, but services offered will be limited.

Municipal offices will remain fully accessible on Monday, May 12, as well as on the morning of Thursday, May 15, and Friday, May 16.

5.3 – Purchase of Land for the Town Hall, Procedure with the CPTAQ

Update in connection with the request to purchase land with the CPTAQ, a request for a hearing has been submitted. The hearing will take place on July 16, 2025, by videoconference.

6. TOWN PLANNING

6.1 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.

April 2025

Number of permits issued: 16

Value of work: \$2,210,000.00

Services billed: \$1,850.00

Infractions: 0

Value: \$0

5 site visits

0 permits sent to the RCM

6.2. TOWN PLANNING

TABLING OF THE MINUTES OF THE PAC – MEETING OF MARCH 3, 2025

The Director General tabled the following planning documents:

Minutes of the March 2025 PAC meeting

6.3. TOWN PLANNING

APPLICATION FOR CONDITIONAL USE FOR A TOURIST RESIDENCE – 44 STUKELY ROAD

Council acknowledges the information presented, but deems it necessary to obtain further clarification. Accordingly, this item was postponed to a future meeting.

6.4. TOWN PLANNING

RESOLUTION NUMBER: 2025-05-056

APPLICATION FOR CONDITIONAL USE FOR A TOURIST RESIDENCE – 361 BRILL ROAD

CONSIDERING the request for conditional use to authorize a tourist residence at 361 Brill Road;



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CONSIDERING that all the required documentation has been received, deemed complete and in compliance with By-law 349-2018 on conditional uses;

CONSIDERING the analysis of the Planning Advisory Committee (PAC), which does not raise any unfavourable regulatory, technical or contextual constraints regarding the requested use;

CONSIDERING that the project complies with the criteria of safety, integration into the environment, legal compliance and compatibility with the guidelines of the town plan;

IT WAS MOVED BY: Nancy Lanteigne

SECONDED BY: Eddy Whitcher

AND RESOLVED UNANIMOUSLY

THAT Council approves the application for conditional use to authorize a tourist residence at 361 Brill Road.

ADOPTED

7. ADMINISTRATION
7.1 ADMINISTRATION
RESOLUTION NUMBER: 2025-05-057
ACCOUNTS PAID AND PAYABLE

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Marie-Blanche Richer

AND RESOLVED UNANIMOUSLY

TO APPROVE the list of accounts and transfers as of May 5, 2025, in the amount of \$194,916.79 and salaries in the amount of \$23,729.15 for a total of \$218,645.94.

THAT COUNCIL AUTHORIZES the Director General and Clerk-Treasurer to settle these accounts.

ADOPTED

7.2 ADMINISTRATION
ENHANCEMENT OF THE TECQ 2024-2028 GRANT

The Municipal Council takes note of the announcement made on April 22, 2025, by Isabelle Charest, Member of the National Assembly for Brome-Missisquoi and Minister responsible for Sport, Recreation and Outdoor Activities, on behalf of the Minister of Municipal Affairs, Andrée Laforest, regarding the enhancement of the Gas Tax and Quebec Contribution Program (TECQ) 2024-2028.

As part of this announcement, a total of \$1,868,868 is allocated to the municipalities of the Brome-Missisquoi electoral division, including \$75,000 for the Municipality of West Bolton. This enhancement is part of an additional \$90 million envelope for municipalities with fewer than 5,000 inhabitants and will make it possible to finance projects to build or renovate municipal cultural, community, sports, or recreational infrastructure.

Council is pleased with this financial support, which will allow the Municipality to improve its infrastructure for the benefit of the entire community.



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7.3 ADMINISTRATION
RESOLUTION NUMBER: 2025-05-058
BANK OF HOURS WITH NUMÉRIQUE.CA FOR THE MUNICIPALITY'S WEBSITE

WHEREAS the external resource initially mandated to integrate the content of the Municipality's new website had to withdraw after obtaining a new mandate;

WHEREAS the Municipality must proceed to finalize the last technical and logistical steps to ensure the deployment of the new website as soon as possible;

WHEREAS Numérique.ca, responsible for the development of the platform, is able to provide the necessary support to complete the project with the help of a dedicated bank of hours;

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

THAT the Municipality of West Bolton authorizes the purchase of a bank of 10 hours from **Numérique.ca** to ensure the finalization of the municipal website redesign project and allow its deployment;

THAT the associated expenses be allocated to the budget item envisaged for this purpose.

ADOPTED

7.4. ADMINISTRATION

Postponed

AGREEMENT BY PRIVATE TENDER FOR THE SERVICES OF A LABORATORY FOR THE QUALITY CONTROL OF MATERIALS AND FOR IN SITU SOIL CHARACTERIZATION – GLEN CULVERT REPLACEMENT PROJECT

7.5 ADMINISTRATION

RESOLUTION NUMBER: 2025-05-059

HIRING OF MR. PHILIPPE BARRETTE AS A MUNICIPAL OFFICER

WHEREAS Mr. Philippe Barrette has been offering his services as a contractor to the Municipality of West Bolton since October 2024 as a part-time municipal officer;

WHEREAS the Municipality is fully satisfied with the quality of work accomplished by Mr. Barrette;

WHEREAS the latter will be available full-time from the fall of 2025;

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

THAT the Municipality should proceed with the hiring of Mr. Philippe Barrette as a municipal officer;

THAT Mr. Barrette shall remain part-time until the fall of 2025, and then full-time thereafter;

THAT the terms and conditions of employment be established in accordance with the policy in effect for employees.

ADOPTED



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7.6 ADMINISTRATION
RESOLUTION NUMBER: 2025-05-060
ADMQ – AUTHORIZATION TO PARTICIPATE IN THE CBA/DG
TRAINING

CONSIDERING that the ABC/DG training offered by the ADMQ is an essential development opportunity for new directors general;

WHEREAS this training is subsidized by the ADMQ and its partners;

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

THAT Mrs. Léa Laplante, Director General and Clerk-Treasurer, be authorized to participate in the CBA/DG training offered in Quebec City on May 29 and 30, 2025;

THAT the eligible costs associated with this participation be charged to the budget item envisaged for this purpose.

ADOPTED

7.7 ADMINISTRATION
RESOLUTION NUMBER: 2025-05-061
ADMQ – AUTHORIZATION TO PARTICIPATE IN THE ANNUAL CONVENTION

WHEREAS the ADMQ's annual convention allows the Director General to keep abreast of best practices, new trends, and current municipal issues;

WHEREAS this participation also promotes networking and professional development;

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

THAT Mrs. Léa Laplante, Director General and Clerk-Treasurer, be authorized to participate in the ADMQ's annual convention to be held in Quebec City on June 19 and 20, 2025;

THAT the convention registration fee (in the amount of \$585 + taxes), as well as other eligible costs, be charged to the budget item envisaged for this purpose.

ADOPTED

8. ROADS AND INFRASTRUCTURE
8.1. ROADS REPORT

Grading: Road grading work is underway. It is important to remind the population to adapt their driving during this work to ensure road safety. The Roads department and the contractor are actively working to improve road conditions, and this work requires special attention.

Dust suppressant: A dust suppressant treatment will be carried out on the roads after grading is completed, depending on weather conditions and the temperature.

Sweeping of bridges and paved roads: In the coming weeks, sweeping work will be carried out on bridges and paved roads of the network to ensure better traffic flow and safety. These operations are designed to clean the road surface and remove debris that could affect the quality of the roadway.

Pothole Repair in Paved Areas: Pothole filling operations will also be carried out in paved areas, in order to improve the road surface.



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8. ROADS AND INFRASTRUCTURE
RESOLUTION NUMBER: 2025-05-062
8.2. ENGINEERING PROJECT MANAGEMENT TRAINING

WHEREAS Mr. Jarod Chagnon is involved in managing public works and roads projects within the municipality and wishes to improve his project management skills in this field;

WHEREAS the "College Certification in Engineering Project Management" training is a unique and beneficial opportunity for his professional development;

WHEREAS this 90-hour training is conducted online in an intensive format, and the promotional rate is \$295.00, under the agreement with Cégep de Granby;

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

THAT Mr. Jarod Chagnon be authorized to take the "College Certification in Engineering Project Management" training;

THAT training periods that takes place **outside normal working hours** be carried out **on the employee's personal time**, without compensation;

THAT registration fees, at the promotional rate of \$295.00, be allocated to the budget item envisaged for this purpose.

ADOPTED

9. ENVIRONMENT
9.1. ENVIRONMENT
WATER ANALYSIS RESULT – IDEC

The mayor presented the results of the water analysis carried out as part of the project with IDEC. A PowerPoint presentation was used for this purpose. The latter will be made available on the municipality's website for public consultation.

Results of IDEC tests carried out in September 2024 on waterways in West Bolton.

Table 1. Results for 2024

Streams and sampling sites	Output to Brome lake*	2024 IDEC Results
Quilliams (at the limits of Bolton)	42%	77
McLaughlin (at the bridge on Argyll Rd)	5.6%	80
Argyll Rd (downstream from the lake)	6.6%	96
Coldbrook - Bailey sud (at the bridge)	26.8%	93
De la Montagne		79
West Field (Bolton-Pass)		100
North Branch Creek (Fuller and Stagecoach)		not tested in 2024

* Relative amount (%) of water supply to Brome Lake from the creek
Relative amount (%) of water discharge in the Brome Lake from the stream
- Reference: OBV-Yamaska, Brome Lake Master Plan 2021



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Table 2. Review of the results since 2015.

Streams and sampling sites	Brome Lake*	IDEC Results								
		2015	2016	2017	2018	2019	2020	2021	2022	2024
Quilliams (at the limits of Bolton)	42%				77	82	71	99	79	77
McLaughlin (at the bridge on Argyll Rd)	5.6%	77	66	78	88	92	82	93		80
Argyll Rd (downstream from the lake)	6.6%	85	65	59	82	100	87	79	75	96
Coldbrook - Bailey sud (at the bridge)	26.8%	65	71	99	96	75	100	78	73	93
De la Montagne				92	88**			100*		79
West Field (Bolton-Pass)		91	84	96	100			100		100
North Branch Creek (Fuller and Stagecoach)			98	88	84	93	100	100		
Sally pound, release								66	80	
+ NB: no test in 2023										
** site Brown Rd; *caffeine=17.6										
* Relative amount (%) of water discharge in Brome lake from the stream										

For more information, see the Power Point presentations available on the Municipality's website, <https://bolton-ouest.ca/qualite-de-leau/>

9.1. ENVIRONMENT
RESOLUTION NUMBER: 2025-05-063
PRICING FOR THE MANAGEMENT OF DAMAGED BINS

WHEREAS the Municipality wishes to offer a repair service for damaged wheeled bins to ensure quality service to citizens;

WHEREAS the most frequently replaced parts are wheels, lids and axles, and whereas the estimated average prices are as follows:

- **Wheels:** \$26.00 each
- **Lid:** \$34.00
- **Axle:** \$13.00

CONSIDERING the logistical proposal to proceed by rotating bins in order to limit delays, using used but functional bins as a temporary replacement;

CONSIDERING the desire of the Municipal Council not to impose administrative or labour costs for this service;

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

THAT the Municipality should assume the labour and travel costs for the replacement or repair service of wheeled bins;

THAT only the value of the replaced parts be invoiced to citizens, at the established rates;

THAT this service applies to organic waste bins (brown bins) and waste bins (black bins);

THAT for any damaged recycling bins (blue bins), citizens are invited to contact the Municipality, since they will be repaired by Éco Entreprises Québec (ÉEQ).

ADOPTED



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10. PUBLIC SECURITY

10.1 FOLLOW-UP ON THE RESOLUTION FOR THE USE FLASHING GREEN LIGHTS BY FIRST RESPONDERS

An acknowledgement of receipt has been received from the *Ministère des Transports et de la Mobilité durable*, regarding the resolution sent on March 5, 2025, concerning the use of a flashing green light by first responders.

The Department will conduct a thorough analysis of the application and consult with government partners before making a decision. It was specified that the implementation of such a measure would require an amendment to the Highway Code and the Flashing Green Light Regulation, which could result in delays before it comes into force. The file is still under review.

11. HEALTH AND WELL-BEING

11.1. WALK FOR RELAY FOR LIFE – CANADIAN CANCER SOCIETY

Councillor Nancy Lanteigne invited citizens to join a walk as part of the Relay For Life to raise funds for the Canadian Cancer Society. Those interested in participating are invited to make an online donation via the following link: <https://fundraisemyway.cancer.ca/index.cfm?fuseaction=donordrive.personalCampaign&participantID=16278&language=fr>, and to join the march that will take place on May 24 at 1:00 p.m. starting at 21 Stukely.

12. LEISURE AND CULTURE

RESOLUTION NUMBER: 2025-05-064

12.1. REQUEST FOR AUTHORIZATION FOR PASSAGE – LAVAL POLICE OFFICERS' CYCLING TOUR 2025

CONSIDERING the request received concerning the passage of the Tour Cycliste des Policiers de Laval – 28th edition, as part of a benefit activity for Opération Enfant Soleil;

CONSIDERING that the convoy is supervised by Laval police officers with identified emergency vehicles, with radio communication, and with flashing lights activated;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Nancy Lanteigne

AND RESOLVED UNANIMOUSLY

THAT the Municipality of West Bolton authorizes the passage of the bicycle convoy on its territory as part of the *Tour Cycliste des Policiers de Laval* – 28th edition, which will take place on May 27 at around 1:30 p.m.

ADOPTED

12. LEISURE AND CULTURE

12.2. RECREATION PARTNERSHIP AGREEMENT FOR RESIDENTS OF WEST BOLTON

Councillor Marie-Blanche Richer reminded those in attendance that the Municipality of West Bolton has partnership agreements allowing residents of West Bolton to benefit from recreational services at advantageous rates. Town of Brome Lake – Town of Cowansville (swimming lessons) – Town of Granby (Granby recreation card). These agreements aim to promote access to a wide range of sports, cultural and recreational activities for citizens of West Bolton. Plus, the accessibility of hiking trails (Mount Foster). Intermunicipal recreation (add link).



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13. VARIA

Nothing to discuss.

14. SECOND QUESTION PERIOD

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

Council answered all questions asked by citizens.

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

15. ADJOURNMENT
RESOLUTION NUMBER: 2025-05-065
ADJOURNMENT

The agenda having been exhausted;

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

TO ADJOURN the meeting at 9:30 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.