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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, June 2, 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:

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

THE FOLLOWING WAS PRESENT VIA ZOOM:

Nancy Lanteigne, Councillor No. 6

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, per the provisions of the Municipal Code of Quebec.

Five (5) other individuals were present during the session.

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. ADOPTION OF THE RESOLUTION FOR THE LOCAL ROAD ASSISTANCE PROGRAM – MAINTENANCE COMPONENT – 2024 FINANCIAL ASSISTANCE AGREEMENT**
- 4. PRESENTATION AND TABLING OF THE FINANCIAL REPORT AND THE EXTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED DECEMBER 31, 2024**
- 5. FIRST QUESTION PERIOD**
- 6. APPROVAL OF MINUTES**
- 7. CORRESPONDENCE**
 - 7.1. June, Amyotrophic Lateral Sclerosis (ALS) Awareness Month
- 8. TOWN PLANNING**
 - 8.1. Municipal Building and Environment Officer's Report
 - 8.2. Tabling of the Minutes of the PAC – April 14, 2025 Meeting
 - 8.3. PIIA Application for the Construction of a Main Building – 81 Paramount
 - 8.4. Application for Amendment of the Zoning By-law
- 9. ADMINISTRATION**
 - 9.1. Approval of Accounts Paid and Payable
 - 9.2. Municipal Elections – Termination of Resolution 154-0621 – Revocation of Postal Voting
 - 9.3. Agreement by Mutual Agreement for the Services of a Laboratory for the Quality Control of Materials and for In-situ Soil Characterization – Glen Culvert Replacement Project
 - 9.4. Appointment of Laurence Alloy as Environment Intern
 - 9.5. Purchase of a Cell Phone for the Intern Position
- 10. ROADS AND INFRASTRUCTURE**
 - 10.1. Roads Report
 - 10.2. Work on Culvert #5038 Glen Road – Detour Notice
 - 10.3. Reconstruction of Bridge P-0414 – Argyll Road – Signage Plan
 - 10.4. PPA-CE Grant Announcement



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11. ENVIRONMENT
12. PUBLIC SECURITY

12.1. Information – 2 Business Days Processing Time Required by the
Town of Brome Lake for Burning Permit Applications

13. HEALTH AND WELL-BEING
14. LEISURE AND CULTURE
15. VARIA
16. SECOND QUESTION PERIOD
17. ADJOURNMENT

1. CALL TO ORDER

RECORDING OF THE SESSION BEGINS

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 p.m.

The mayor made some opening remarks.

2. ADOPTION OF THE AGENDA

RESOLUTION NUMBER: 2025-06-072

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

TO ADOPT the agenda with the following additions:

- 9.6. APPOINTMENT OF MR. JAROD CHAGNON AS PUBLIC WORKS FOREMAN
- 9.7. REVISION OF THE SCHEDULE OF THE DIRECTOR GENERAL AND CLERK-TREASURER

ADOPTED

3. RESOLUTION NUMBER: 2025-06-073

**ADOPTION OF THE RESOLUTION FOR THE LOCAL ROAD ASSISTANCE
PROGRAM – MAINTENANCE COMPONENT – 2024 FINANCIAL ASSISTANCE
AGREEMENT**

WHEREAS the Municipality of West Bolton has taken note of the conditions of application for the component covered by the application for financial assistance submitted under the 2024 Local Road Assistance Program (PAVL)
- Maintenance Component and undertakes to comply with them;

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

THAT the mayor and the Director General and Clerk-Treasurer, be authorized to sign the 2024 Financial Assistance Agreement with the Ministry of Transportation for the maintenance component of the Local Road Assistance Program (PAVL).

ADOPTED

**4. PRESENTATION AND TABLING OF THE FINANCIAL REPORT AND THE
EXTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED DECEMBER 31, 2024**

The Director General and Clerk-Treasurer tabled the 2024 financial report, including the external auditor's report for the 2024 fiscal year. Mrs. Christina Laflamme and Mrs. Alixandra Dinelle-Leduc, of Raymond Chabot Grant Thornton, presented a summary of the report.

A copy of the financial report and the financial information summary were made available to the public and will be available on the Municipality's website.



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5. FIRST QUESTION PERIOD

Council held a first question period.

6. RESOLUTION NUMBER: 2025-06-074 APPROVAL OF MINUTES

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

THAT the English and French versions of the minutes of the **May 5** regular meeting, the **May 26 and 29** special meetings as well as the English versions of the minutes of the **March 3 and April 7** meetings and the **April 15** special meeting, be **approved as presented**.

ADOPTED

7. CORRESPONDENCE

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

7.1. JUNE IS AMYOTROPHIC LATERAL SCLEROSIS (ALS) AWARENESS MONTH

During the month of June that has been designated as Amyotrophic Lateral Sclerosis (ALS) Awareness Month, the Municipality of West Bolton would like to express its support for this cause.

ALS Quebec plays an essential role in providing support to people with ALS and their loved ones, in addition to promoting research and awareness throughout Quebec.

The Municipality would like to emphasize its support for ALS Quebec's mission and encourages citizens to stay informed and carryout acts of solidarity throughout the month of June.

8. TOWN PLANNING

8.1 MUNICIPAL BUILDING AND ENVIRONMENT OFFICER'S TOWN PLANNING REPORT

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

MAY 2025

Number of permits issued: 13

Value: \$596,000

Services invoiced: \$950

Violations: 0

Value: \$0

3 site visits

41 permits sent to the RCM

8. TOWN PLANNING

8.2 TABLING OF THE MINUTES OF THE PAC – APRIL 14, 2025 MEETING

The Director General tabled the following planning documents:

Minutes of the PAC meeting of April 14, 2025.



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8. TOWN PLANNING
8.3 APPLICATION FOR PIIA FOR THE CONSTRUCTION OF A MAIN
BUILDING – 81 PARAMOUNT
RESOLUTION NUMBER 2025-06-075

Nature and effects of the application: PIIA application #2504-003 –
Construction of a main residence

Identification of the site concerned: Lot 5 193 104 (Paramount Road)

WHEREAS application #2504-003 was filed under the Site Planning and Architectural Integration By-law (PIIA);

WHEREAS this application concerns the construction of a main residence on lot 5 193 104, located on Paramount Road (registration number 9010-25-0394);

WHEREAS this application is subject to the provisions of the zoning by-law applicable to the zone concerned, and whereas it was analyzed by the Planning Advisory Committee (PAC) at its special meeting held on May 22, 2025;

WHEREAS the PAC recommends that this application be accepted, since it meets the objectives and evaluation criteria established in the PIIA by-law;

The floor was given to those present who wished to express their views on the application.

No one expressed their views

IT WAS MOVED BY: Marie-Blanche Richer

SECONDED BY: Eddy Whitcher

AND RESOLVED UNANIMOUSLY

THAT the PIIA application #2504-003, for the construction of a main residence on lot 5 193 104 (Paramount Road), be approved as recommended by the PAC.

ADOPTED

8. TOWN PLANNING
8.4 APPLICATION FOR THE AMENDMENT OF ZONING BY-LAW
RESOLUTION NUMBER 2025-06-076

WHEREAS an application has been filed to amend the zoning by-law to allow the installation of accessory buildings between the public road and the main building, provided that they are located at a minimum distance of 100 metres from the public road;

WHEREAS this application has been analyzed by the Planning Advisory Committee (PAC), which recommends that the application not be approved at this stage;

WHEREAS the RCM's development plan is currently being revised, and whereas such an application could be re-evaluated as part of an overall regulatory review exercise under the expected new development plan;

WHEREAS Council considers it inappropriate to carry out a specific by-law amendment at this time;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED UNANIMOUSLY

THAT the Municipal Council of West Bolton does not approve the application for an amendment to the zoning by-law to authorize the



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installation of accessory buildings in the front yard, for the reasons mentioned above.

THAT the Municipality should return the cheque issued by the applicant for said application.

ADOPTED

9. ADMINISTRATION
9.1 ADMINISTRATION
RESOLUTION NUMBER: 2025-06-077
ACCOUNTS PAID AND PAYABLE

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

TO APPROVE the list of accounts and transfers as of June 2, 2025, in the amount of \$251,279.51 and salaries in the amount of \$27,785.35 for a total of \$279,064.86.

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

ADOPTED

9. ADMINISTRATION
9.2. MUNICIPAL ELECTIONS – TERMINATION OF RESOLUTION 154-0621 –
REVOCATION OF POSTAL VOTING
RESOLUTION NUMBER: 2025-06-078

WHEREAS resolution number 154-0621, adopted at the June 2021 regular meeting, was intended to allow certain electors to vote by mail during municipal elections in accordance with the provisions of section 659 of the *Act respecting elections and referendums in municipalities* (CQLR, c. E-2.2);

WHEREAS the Municipal Council now considers it inappropriate to offer postal voting for the next municipal general elections;

WHEREAS the termination of resolution 154-0621 must be effected by resolution of the Municipal Council, in accordance with the administrative procedures in force;

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

THAT resolution number 154-0621, adopted in June 2021 to allow the exercise of postal voting for certain categories of electors, be **revoked**;

THAT the Municipal Council confirms **that it will not offer postal voting** in the next municipal elections, unless such a measure is imposed by law or by a directive of the Chief Electoral Officer of Québec (DGEQ);

THAT the Director General and Clerk-Treasurer be authorized to take all actions necessary to give effect to this resolution.

ADOPTED



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9.1 ADMINISTRATION
RESOLUTION NUMBER: 2025-06-079
PRIVATE AGREEMENT FOR THE SERVICES OF A LABORATORY FOR
THE QUALITY CONTROL OF MATERIALS AND FOR IN-SITU SOIL
CHARACTERIZATION – CULVERT REPLACEMENT PROJECT #5038
GLEN ROAD

WHEREAS the Municipality of West Bolton is replacing culvert #5038 located on Glen Road;

WHEREAS laboratory analyses will be required for the quality control of materials as well as in-situ soil characterisation for this project;

WHEREAS the specialized nature of these services justifies the need to proceed by mutual agreement;

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

THAT Council authorizes the Director General and Clerk-Treasurer to enter into a mutual agreement with Artelia Canada Laboratory Inc. for the quality control of materials and in-situ soil characterization services for the culvert replacement project #5038 on Glen Road;

THAT the said agreement be entered into in accordance with the terms and conditions proposed, at a cost deemed reasonable and in accordance with the budgetary appropriations available for this project;

THAT the Director General be authorized to sign all documents required to implement this resolution.

ADOPTED

9.2 ADMINISTRATION
RESOLUTION NUMBER: 2025-06-080
LAURENCE ALLOY APPOINTED AS ENVIRONMENT INTERN

WHEREAS Mrs. Laurence Alloy has submitted her application for the position of environment intern at the Municipality of West Bolton for the summer period;

WHEREAS Mrs. Alloy was interviewed, met the requirements of the selection process and was selected for the position;

WHEREAS Mrs. Alloy will hold a full-time position within the Municipality, with a mandate relating in particular to environmental and town planning compliance monitoring, particularly with regard to the safety of residential swimming pools;

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 statements of offence and to enforce Municipal by-laws on their behalf;

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

THAT the Council of the Municipality of West Bolton designates Mrs. Alloy, an environment intern, as the officer designated to administer and enforce the following by-laws, under the supervision of the Municipal Inspector:

- **Zoning By-law Number 264-2008**
- **Permits and Certificates By-law Number 395-2023**
- **By-law Number RM 460-2023 Concerning Peace, Order and Nuisance**



No de résolution
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- And any other by-laws applicable to the position

ADOPTED

9.5 ADMINISTRATION
RESOLUTION NUMBER: 2025-06-081
PURCHASE OF A CELL PHONE FOR THE POSITION OF INTERN

CONSIDERING the hiring of an intern at the Municipality of West Bolton, whose duties require access to a cell phone to ensure effective communication and smooth operations;

WHEREAS by adding an additional line to the corporate package in effect, the Municipality benefits from an additional discount applicable to all active cell lines;

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Loren Allen

AND RESOLVED UNANIMOUSLY:

THAT the Director General and Clerk-Treasurer be authorized to purchase a cellular device and activate a telephone plan for work related to the intern position;

THAT the said line be added to the existing corporate package, thus allowing the Municipality to benefit from the discount applicable to all lines;

THAT the expenditure be charged to the budget item envisaged for that purpose.

ADOPTED

9.6 ADMINISTRATION
RESOLUTION NUMBER: 2025-06-082
APPOINTMENT OF MR. JAROD CHAGNON TO THE POSITION OF
PUBLIC WORKS FOREMAN

WHEREAS Mr. Jarod Chagnon was hired as a day labourer in the Public Works Department on December 2, 2024;

WHEREAS, since taking office, he has assumed increased responsibilities in connection with the coordination of field operations;

WHEREAS the Human Resources Committee recommends the permanent appointment of Mr. Jarod Chagnon to the position of Public Works Foreman;

WHEREAS this position was originally based on a thirty-six (36) hours per week schedule, whereas a forty (40) hours per week schedule is now required to meet the operational needs of the department;

IT WAS MOVED BY: Loren Allen

SECONDED BY: Marie-Blanche Richer

AND RESOLVED UNANIMOUSLY:

THAT the Municipal Council ratifies the recommendation of the Human Resources Committee and approves the permanent appointment of Mr. Jarod Chagnon as Public Works Foreman;

THAT the conditions of employment applicable to this position provide for a forty (40) hours per week schedule, effective June 2, 2025;



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ou annotation

THAT Mr. Chagnon should enjoy the benefits and salary conditions applicable to this position, per internal policies and the salary scale in effect.

ADOPTED

9.7 ADMINISTRATION

RESOLUTION NUMBER: 2025-06-083

REVIEW OF THE SCHEDULE OF THE DIRECTOR GENERAL AND CLERK-TREASURER

WHEREAS the employment contract of the Director General and Clerk-Treasurer stipulates a weekly thirty-six (36)-hour schedule;

WHEREAS the performance of the duties of the Director General and Clerk-Treasurer requires attendance and availability beyond this schedule;

WHEREAS the Municipal Council recognizes that the actual workload is equivalent to a schedule of more than forty (40) hours per week;

WHEREAS it is desirable to adjust the contractual conditions to reflect the operational reality of the position;

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Marie-Blanche Richer

AND RESOLVED UNANIMOUSLY:

THAT Council revises the Director General's schedule to forty (40) hours per week, effective June 2, 2025;

THAT this modification be incorporated into the employment contract by way of an amendment or a letter of understanding.

ADOPTED

10. ROADS AND INFRASTRUCTURE

10.1. ROADS REPORT

SIGNAGE: A new stop sign has been installed at the intersection of Bailey Road and Spicer Road. The installation of new speed signs will follow in the coming weeks.

GRADING: Other grading work is planned for next week or the following week, depending on weather conditions.

Dust suppressant: Dust suppressant will be applied as soon as weather conditions permit.

10. ROADS AND INFRASTRUCTURE

10.2. WORK ON CULVERT #5038 GLEN ROAD – DETOUR NOTICE

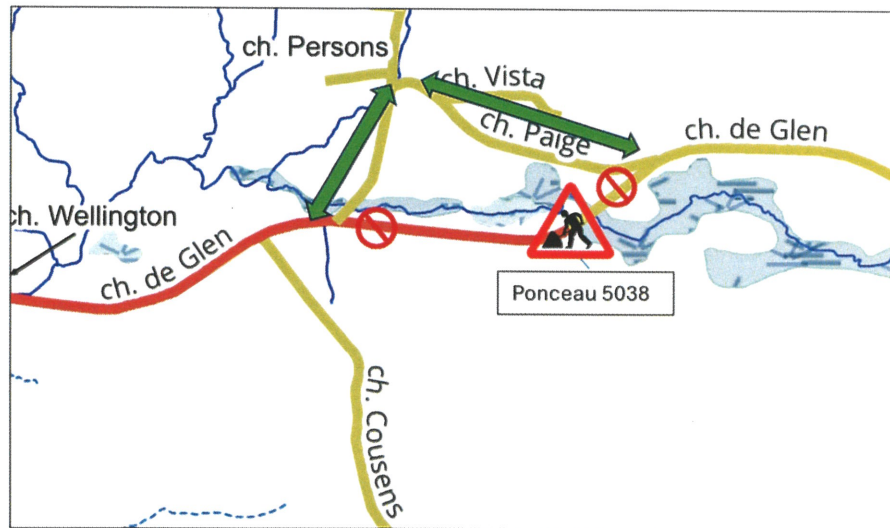
The Municipality of West Bolton informs residents of the Glen and Paige sectors that work to replace culvert #5038 on Glen Road will take place from July 1 to 11, 2025, with the possibility of extension until July 18, depending on the progress of the work.

During this time, Glen Road will be closed to through traffic. However, local traffic will be maintained up to the culvert location, allowing access to residences on either side of the site, where possible.

A detour will be set up via Paige Road, as indicated on the attached map.



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We would like to thank residents for their understanding and cooperation during the work.

For more information, please contact us at 450 242-2704 or reception@bolton-ouest.ca.

10. ROADS AND INFRASTRUCTURE

10.3. RECONSTRUCTION OF BRIDGE P-0414 ARGYLL ROAD – SIGNAGE PLAN

The Municipality informs citizens that the *Ministère des Transports du Québec* (MTQ) will proceed with the reconstruction of bridge P-0414 located on Argyll Road during the summer of 2025.

The work is **scheduled to take place between June 9 and early August 2025**, and will result in the complete closure of Argyll Road for the duration of the work.

A detour will be in place via Town Hall Road, in accordance with the signage plan established by the contractor.

10. ROADS AND INFRASTRUCTURE

10.4. EC-APP GRANT ANNOUNCEMENT

The Municipality of West Bolton has received confirmation of **\$34,000** in financial assistance under the **Local Road Assistance Program – Special Improvement Projects – Maintenance Component (PPA-CE)**, administered by the *Ministère des Transports et de la Mobilité durable* (MTMD).

This amount represents a **10% increase** compared to the subsidy obtained in 2024. Although the official letter from the ministry is expected in the coming weeks, the program allows eligible work to begin now.

The Municipality also acknowledges the support of the office of the MNA for Brome-Missisquoi in this process.

11. ENVIRONMENT

Nothing to discuss.

12. PUBLIC SECURITY

INFORMATION – TWO (2) BUSINESS-DAY PROCESSING TIME REQUIRED BY THE TOWN OF BROME LAKE FOR BURNING PERMIT APPLICATIONS

The Director of Public Security and the Fire Department informed the Director General that a period of 2 business days is required for the processing of burning permit applications addressed to the Town of Brome Lake.



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13. HEALTH AND WELL-BEING

Mrs. Nancy Lanteigne informed us of the success of the walk to raise funds for cancer.

14. LEISURE AND CULTURE

Nothing to discuss.

15. VARIA

Nothing to discuss.

16. 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.

17. ADJOURNMENT
RESOLUTION NUMBER: 2025-06-084
ADJOURNMENT

The agenda having been exhausted;

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

TO ADJOURN the meeting at 8:51 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.