

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, June 5, 2023, 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 members present formed a quorum, and the sitting was presided over by Denis Vaillancourt, Mayor.

The following were absent:

Nancy Lanteigne, Councillor no. 6

The following were also present:

Maïke Storks, Director General and Clerk-Treasurer

Livia Bienvenue, Assistant Director General and Assistant Clerk-Treasurer

Jules Varin, Head of Town Planning and Municipal Inspector (left after item 162-0623)

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. FIRST QUESTION PERIOD**
- 4. APPROVAL OF MINUTES**
- 5. CORRESPONDENCE**
- 6. TOWN PLANNING**
 - 6.1.** Report of the Head of Town Planning and Municipal Inspector
 - 6.2.** Tabling of Planning Documents
 - 6.3.** PIIA Application – Residential Expansion – 92 Paramount Road
 - 6.4.** Adoption of a Roadway Occupancy Policy
 - 6.5.** Service Offer – Building Demolition By-law
 - 6.6.** Regulation Respecting the Application of the Act to Promote the Protection of Persons by Establishing a Framework Regarding Dogs – Intent to Declare and Order
 - 6.7.** By-law Number 391-2023 Respecting the Advisory Planning Committee of the Municipality of West Bolton – Notice of motion, Tabling and Presentation of Draft
 - 6.8.** Request for authorization for passage – Tour CIBC Charles Bruneau
- 7. ADMINISTRATION**
 - 7.1.** Approval of Accounts and Transfers
 - 7.2.** Report of Authorized Expenditures
 - 7.3.** 2023 Mayor's Report on Highlights of the Financial Report and the External Auditor's Report for the Year 2022
 - 7.4.** Human Resources – Supernumerary Administrative Assistant – Extension of Hiring
 - 7.5.** By-law Number 390-2023 Enacting the Rules for Budgetary Control and Monitoring and Delegating the Power to Authorize Expenditures – Adoption
- 8. ROADS**
 - 8.1.** Human Resources – Head of Roads and Infrastructure – Hiring
 - 8.2.** Human Resources – Head of Roads and Infrastructure – Appointment as Municipal Inspector
 - 8.3.** Call for Tenders 2021-03 – Replacement of a Culvert on Mason Road – Final Acceptance
 - 8.4.** Call for Tenders 2022-02 – Paramount Road Rehabilitation – Provisional Acceptance

9. ENVIRONMENT

9.1. Waste Collection Management - FOCUS

9.2. *Comité de sauvegarde du bassin versant du lac Davignon (CSBVLD)*
– Annual Membership 2023-2024

10. PUBLIC SECURITY

11. HEALTH AND WELL-BEING

12. LEISURE AND CULTURE

12.1. Neighbours' Day – Saturday, August 19, 2023

13. VARIA

14. SECOND QUESTION PERIOD

15. ADJOURNMENT OF SITTING

150-0623

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 7:32 p.m.

The mayor made some opening remarks.

151-0623

ADOPTION OF THE AGENDA

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Marie-Blanche Richer

AND RESOLVED:

To adopt the agenda.

Adopted unanimously

152-0623

FIRST QUESTION PERIOD

Council held a first question period.

153-0623

APPROVAL OF MINUTES

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED:

To approve the French and English versions of the minutes of May 1, 2023, as well as the French version of the minutes of the Special sitting of May 26, 2023.

Adopted unanimously

154-0623

CORRESPONDENCE

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

A call for vigilance to protect health was received from the *Ministère de la Santé et des Services sociaux*, recommending the following actions in regions affected by plumes of smoke:

- Close windows in homes, living environments including daycares, schools and workplaces, and avoid the use of ventilation systems with outdoor air exchangers;
- Limit outdoor activities (sports and work).

155-0623

TOWN PLANNING

REPORT OF THE HEAD OF TOWN PLANNING AND MUNICIPAL INSPECTOR

The Head of Town Planning and Municipal Inspector presented his report for the month of May.

May 2023

Number of permits issued: 15

Value of work: \$1,792,400.00

156-0623

TOWN PLANNING

TABLING OF PLANNING DOCUMENTS

The Head of Town Planning and Municipal Inspector tabled the following documents:

- Inspector's Report for May 2023;
- The list of permits and certificates active in the territory as of June 5, 2023.

157-0623

TOWN PLANNING

APPLICATION FOR A SITE LAYOUT AND ARCHITECTURAL INTEGRATION PLAN (PIIA) 2305-009 – MOUNT FOSTER SECTOR – 92 PARAMOUNT ROAD (LOT 6 351 072)

The Head of Town Planning presented the PIIA application for the expansion of a residence.

CONSIDERING the favourable opinion of the Advisory Planning Committee with regard to the project in question;

WHEREAS Advisory Planning Committee recommendation no. 0523-015 adopted at the sitting held on May 8, 2023, with respect to the project in question has been transmitted to Council;

CONSIDERING THAT the project in question meets the objectives and criteria set out in By-law no. 359-2019 respecting site layout and architectural integration plans (PIIA) of the Municipality of West Bolton;

CONSIDERING THAT, pursuant to section 145.19 of the *Act respecting land use planning and development*, Council must render its decision on the plan following consultation with the Advisory Planning Committee;

IT WAS MOVED BY: Marie-Blanche Richer

SECONDED BY: Eddy Whitcher

AND RESOLVED:

To approve PIIA application no. 2305-009 concerning the expansion of an existing residence on lot no. 6 351 072 of the cadastre of Québec (registration number 8910-77-2589).

Adopted unanimously

158-0623
TOWN PLANNING
ADOPTION OF A ROADWAY OCCUPANCY POLICY

WHEREAS in the past year the Municipality of West Bolton has received several applications for authorization concerning the occupation of roadways particularly for filming, socio-cultural, sporting or community events;

WHEREAS the Municipality of West Bolton is essentially an agricultural and residential municipality;

CONSIDERING THAT one of its priorities is to ensure the safety and tranquility of its citizens;

WHEREAS the Municipality of West Bolton wishes to participate in the cultural growth of Quebec;

WHEREAS By-law no. 330-2012 respecting traffic and parking allows Council to close a public road, in particular for a specific activity;

WHEREAS the Municipality wishes to implement a policy for occupation of roadways that recognizes these facts and aims to reduce inconvenience to its citizens.

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

To adopt the Roadway Occupancy Policy in the context of socio-cultural, community or sporting activities appended to this resolution.

Adopted unanimously

159-0623
TOWN PLANNING
SERVICE OFFER – BUILDING DEMOLITION BY-LAW

WHEREAS the adoption and maintenance in force of a demolition by-law by local municipalities is mandatory as of April 1, 2023;

WHEREAS the Municipality has not yet adopted such a by-law;

WHEREAS three calls for tenders for drafting and support in the adoption of a building demolition by-law have been requested.

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

To accept the service offer of the firm Infrastructel for drafting and support in the adoption of a building demolition by-law at a cost of \$4,800.00 before taxes;

THAT the mayor, the director general or the Head of Town Planning be authorized to sign any document or give any directives to that effect.

Adopted unanimously

160-0623
TOWN PLANNING
REGULATION RESPECTING THE APPLICATION OF THE ACT TO PROMOTE
THE PROTECTION OF PERSONS BY ESTABLISHING A FRAMEWORK WITH
REGARD TO DOGS – INTENT TO DECLARE AND ORDER

WHEREAS on April 12, 2023, an incident involving a dog took place in West Bolton;

WHEREAS the incident resulted in two bites on a worker performing work on his client's property;

CONSIDERING the recommendations listed in the report of Dr. Nathalie Therrien, the veterinarian who conducted the behavioural assessment of the dog on May 18, 2023;

CONSIDERING the information recorded in the employee's medical report regarding bites and required treatments.

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

To submit a *Notice of Intent*:

- Declaring the dog potentially dangerous;
- Ordering the owner of the dog to comply with the following mandatory measures and conditions:
 - Follow up with the attending veterinarian at his expense in order to initiate, if necessary, pharmacological treatment to treat the dog's anxiety;
 - Install at his expense a sign visible from the public road notifying visitors of the presence of a potentially reactive dog;
 - Outside the property, ensure that the dog wears a head or body harness and is kept on a leash at all times by a responsible adult able to control the dog and who has been informed of the dog's conditions of custody. The leash used must be less than 1.25m and must not be retractable;
 - Not let the dog welcome visitors freely, even on his property;
 - Be on the lookout for signs of anxiety and remove the dog from the situation if necessary;
 - Perform exercises to desensitize the dog to strangers as well as unusual noises;
 - Ensure that the dog wears a yellow scarf outside the property to warn others that it is a possibly reactive dog;
 - Upon request, be able to produce proof of vaccination of the dog against rabies and the vaccination must be kept up to date.

The owners have ten (10) days to produce any additional documentation and/or express their intention to represent themselves before Council to challenge the measures and conditions presented in the intent to declare and order. At the end of these ten (10) days, the corrective measures will be considered accepted. These will take full effect following a resolution at the regular sitting of July 10, 2023.

Adopted unanimously

161-0623
TOWN PLANNING
BY-LAW NUMBER 391-2023 RESPECTING THE ADVISORY PLANNING
COMMITTEE OF THE MUNICIPALITY OF WEST BOLTON – NOTICE OF
MOTION, TABLING AND PRESENTATION OF DRAFT

Notice of motion is given by Mr. Denis Vaillancourt, Mayor, to the effect that at a future Council sitting will be presented for adoption By-law number 391-2023 respecting the Advisory Planning Committee (APC) of the Municipality of West Bolton.

The mayor tabled draft by-law number 391-2023 respecting the Advisory Planning Committee 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 session.

Mr. Denis Vaillancourt presented the draft:

- The draft by-law reproduces sections 1, 2, 5, 6 and 7 of By-law 313-2016 verbatim.
- The proposed by-law amends the provisions of section 3, allowing director general to appoint a designated officer as secretary of the APC.
- The draft by-law amends the provisions of section 4 concerning repeated absences from APC sittings to allow Council to revoke the mandate of a member who has three (3) consecutive unjustified absences or four (4) unjustified absences over a period of twelve (12) months.

162-0623
TOWN PLANNING
REQUEST FOR AUTHORIZATION FOR PASSAGE – *TOUR CIBC CHARLES*
BRUNEAU

The head of Town Planning submitted the request for passage as part of the Tour CIBC Charles Bruneau.

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

To accept the request for passage from the *Tour CIBC Charles Bruneau* taking place on July 6, 2023. The organizers of the event must ensure that they respect the terms and conditions presented in the documentation provided to the Municipality. The Municipality reserves the right to revoke this authorization should the situation change.

Adopted unanimously

163-0623
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS

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

To approve the list of accounts and transfers as of June 1, 2023, in the amount of \$364,877.35 and to authorize the Director General to settle the accounts.

Adopted unanimously

164-0623
ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES

The Director General tabled the report of authorized expenditures.

165-0623
ADMINISTRATION
2023 MAYOR'S REPORT ON HIGHLIGHTS OF THE FINANCIAL REPORT AND
THE EXTERNAL AUDITOR'S REPORT FOR THE YEAR 2022

The mayor reported on the highlights of the financial report and the external auditor's report for the year 2022.

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

THAT the mayor's report on the highlights of the financial report and the external auditor's report for the year 2022 be published in the newsletter and on the website of the Municipality.

Adopted unanimously

166-0623
ADMINISTRATION
HUMAN RESOURCES – SUPERNUMERARY ADMINISTRATIVE ASSISTANT –
EXTENSION OF HIRING

WHEREAS Ms. Julie Brassard's contract as Administrative Assistant ends on June 30, 2023;

CONSIDERING THAT her employment contract is part-time;

CONSIDERING the excellence of her work;

CONSIDERING THAT the municipal administration still needs administrative support for the coming months.

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

THAT the Municipality of West Bolton extend the contract of Ms. Julie Brassard as a part-time Administrative Assistant until December 31, 2023;

THAT the mayor and the Director General be authorized to sign any documents to that effect.

Adopted unanimously

167-0623
ADMINISTRATION
BY-LAW NUMBER 390-2023 ENACTING THE RULES FOR BUDGETARY
CONTROL AND MONITORING AND DELEGATING THE POWER TO
AUTHORIZE EXPENDITURES – ADOPTION

The Director general informed the members of Council that, in order to avoid duplication between sections 3.1 and 4.3 of the draft by-law, the 7th paragraph of section 3.1 had been deleted.

WHEREAS a notice of motion of By-law number 390-2023 enacting the rules for budgetary control and monitoring and delegating the power to authorize expenditures was given on May 1, 2023 under minute 127-0523;

WHEREAS the draft by-law was tabled by the acting mayor at the sitting of May 1, 2023;

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

To adopt By-law number 390-2023 enacting the rules of budgetary control and monitoring and delegating the power to authorize expenditures.

Adopted unanimously

168-0623
ROADS
HUMAN RESOURCES – HEAD OF ROADS AND INFRASTRUCTURE – HIRING

Councillor Gilles Asselin declared his interest and did not participate in the adoption of this resolution.

CONSIDERING the vacancy in the position of Head of Roads and Infrastructure at the Municipality;

CONSIDERING the favourable recommendation by the selection committee of Mr. Martin St-Jacques;

CONSIDERING THAT Council has chosen Mr. Martin St-Jacques.

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

THAT the Municipality of West Bolton proceed with the hiring of Mr. Martin St-Jacques;

THAT Mr. Martin St-Jacques be appointed as the Head of Roads and Infrastructure as per the terms set out in the draft employment contract negotiated between the Municipality and Mr. Martin St-Jacques;

THAT the mayor and the Director general be authorized, for and on behalf of the Municipality of West Bolton, to negotiate and sign any documents to that effect;

THAT Mr. Martin St-Jacques will assume office on June 6, 2023.

Adopted unanimously

169-0623
ROADS
HUMAN RESOURCES – HEAD OF ROADS AND INFRASTRUCTURE –
APPOINTMENT AS ASSISTANT MUNICIPAL INSPECTOR

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

To appoint Mr. Martin St-Jacques as Assistant Municipal Inspector to assist the Municipal Inspector in the performance of his duties, particularly in matters of town planning and the environment, on an ad-hoc basis.

Adopted unanimously

170-0623
ROADS
CALL FOR TENDERS 2021-03 – REPLACEMENT OF A CULVERT ON MASON
ROAD – FINAL ACCEPTANCE

WHEREAS Mr. Nicolas Paradis, engineer, of the firm Avizo Experts-Conseils recommends payment to Excavation St-Pierre et Tremblay for final acceptance of the work;

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

To accept the work carried out by Excavation St-Pierre et Tremblay and release the 5% holdback in the amount of \$9,432.21, including taxes, for the replacement of a culvert on Mason Road as part of call for tenders number 2021-03;

To finance this expenditure, net of tax rebates, in accordance with resolution No. 198-0721;

To authorize the director general to sign any documents to that effect.

Adopted unanimously

171-0623
ROADS
CALL FOR TENDERS NUMBER 2022-02 –PARAMOUNT ROAD
REHABILITATION – PROVISIONAL ACCEPTANCE

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

To confirm provisional acceptance of the rehabilitation work on Paramount Road as of November 4, 2022;

To authorize the Director general or the supernumerary Assistant Clerk-Treasurer to sign any document to that effect for and on behalf of the Municipality.

Adopted unanimously

172-0623
ENVIRONMENT
WASTE COLLECTION MANAGEMENT - FOCUS

WHEREAS the Municipality of West Bolton receives several appeals/requests/complaints concerning the collection of residual materials;

CONSIDERING THAT the administrative team has no tools to help monitor the collection;

WHEREAS Raymond Cherrier's trucks are already equipped with the GPS tracking system – FOCUS by Télus at the request of the Municipality of East Bolton;

WHEREAS it is not possible to install two GPS tracking devices on the same truck;

WHEREAS the Municipality of East Bolton agrees to share the monthly costs of FOCUS by Telus.

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

THAT the Municipality of West Bolton should share with the Municipality of East Bolton the monthly fees for the FOCUS software by Télus at a cost of \$43.00 before taxes until the end of the contract with Entreprises Raymond Cherrier scheduled for December 31, 2023 to monitor residual materials collections;

To authorize the Director General or the Assistant Director General to sign any documents to that effect for and on behalf of the Municipality.

Adopted unanimously

173-0623
ENVIRONMENT
COMITÉ DE SAUVEGARDE DU BASSIN VERSANT DU LAC DAVIGNON
(CSBVLD) – ANNUAL MEMBERSHIP 2023-2024

WHEREAS the Municipality of West Bolton is part of the Lac Davignon watershed;

WHEREAS the *Comité de sauvegarde du bassin versant du lac Davignon* (CSBVLD) is soliciting the seven municipalities of the watershed for corporate membership in order to support their mission.

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

THAT the Municipality of West Bolton should adhere to the CSBVLD's corporate membership program in the amount of \$100.00 tax-free for the year 2023-2024.

Adopted unanimously

174-0623
PUBLIC SECURITY

Nothing to discuss.

175-0623
HEALTH AND WELL-BEING

Nothing to discuss.

176-0623
LEISURE AND CULTURE
NEIGHBOURS' DAY – SATURDAY, AUGUST 19, 2023

The Director General presented the next edition of Neighbours' Day which will take place on Saturday, August 19, 2023, at St. Michael's Church on Glen Road.

All citizens are invited to participate in the event.

177-0623
VARIA

Nothing to discuss.

178-0623
SECOND QUESTION PERIOD

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

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

179-0623
ADJOURNMENT OF SITTING

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

THAT the items on the agenda having all been dealt with, the sitting be adjourned at 9:01 p.m.

Maike Storks
Director General and Clerk-Treasurer

Denis Vaillancourt
Mayor

Attestation

The signing of these minutes by the mayor is equivalent to the signing by the mayor of all the resolutions contained herein as per section 142 of the Municipal Code.