

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

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, August 14, 2023, at 7:30 p.m. at Town Hall located at 9 Town Hall Road, West Bolton, with interactive webcast.

The following are 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
Nancy Lanteigne, Councillor no. 6

The members present formed a quorum, and the sitting was presided over by Denis Vaillancourt, Mayor.

Also present:

Maike Storks, Director General and Clerk-Treasurer
Livia Bienvenue, Assistant Director General and Assistant Clerk-Treasurer
Martin St-Jacques, Head of Roads and Infrastructure
Jules Varin, Head of Town Planning and Municipal Inspector

Jules Varin left the sitting after item 6.3.

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. Filing of Planning Documents
 - 6.3. **Application for Conditional Use no. 2303-008 - Tourist Residence Component - 421 de Brill Road**
 - 7. ADMINISTRATION**
 - 7.1. Approval of Accounts and Transfers
 - 7.2. Report of Authorized Expenditures
 - 7.3. **Permanent Line of Credit - Bank of Montreal (BMO)**
 - 7.4. **Amendment to resolution 190-0723 - Modification in the Amount of Accounts and Transfers**
 - 7.5. **Group Insurance - Renewal**
 - 7.6. **Policy on Reimbursement of Cell Phone Expenses of the Municipality of West Bolton - Adoption**
 - 8. ROADS AND INFRASTRUCTURE**
 - 8.1. **Negotiating Mandate – Town Hall**
 - 8.2. **Allocation of Part of the Unallocated Surplus – Road Works**
 - 8.3. **By-law 392-2023 – Procedure for Acquiring a Private Road - Notice of Motion, Presentation and Tabling of Draft**
 - 8.4. **Ditch Cleaning - Contract Award**
 - 8.5. **Plans and Specifications for the Rehabilitation of Three Culverts – Contract Award**
 - 9. PUBLIC SECURITY**
 - 10. HEALTH AND ENVIRONMENTAL WELFARE**
 - 10.1. **Packaging and Sorting of Recyclable Materials – Enviro Connexions – Contract Renewal**
 - 11. HEALTH AND WELL-BEING**
 - 12. LEISURE AND CULTURE**
 - 12.1. **Town of Brome Lake Recreation Agreement – 2023-2025 Renewal**
 - 12.2. **Neighbours' Day – Saturday, 19 August 2023**
 - 13. VARIA**
 - 14. SECOND QUESTION PERIOD**
 - 15. ADJOURNMENT OF SITTING**
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215-0823

1.

CALL TO ORDER

With the members participating at the start of the sitting forming a quorum, the mayor called the sitting to order at 7:31 p.m.

The mayor made some opening remarks.

216-0823

2.

ADOPTION OF THE AGENDA

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

To adopt the agenda.

ADOPTED UNANIMOUSLY

217-0823

3.

FIRST QUESTION PERIOD

Council held a first question period.

218-0823

4.

APPROVAL OF MINUTES

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

To approve the French and English versions of the minutes of 10 July 2023.

ADOPTED UNANIMOUSLY

219-0823

5.

CORRESPONDENCE

5.1 Town of Sutton: By-law amending the By-law respecting the town plan, number 114-1

A copy of the correspondence received was forwarded to members of Council. Nothing new to discuss.

220-0823

6.1.

**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 July.

July 2023

Number of permits issued: 14

Value of work: \$822,200.00

221-0823

6.2.

**TOWN PLANNING
TABLING OF PLANNING DOCUMENTS**

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

- Municipal Inspector's Report for the month of July 2023;
- The list of active permits and certificates in the territory as of July 10, 2023.

222-0823

6.3.

**TOWN PLANNING
APPLICATION FOR CONDITIONAL USE NO. 2303-008 - TOURIST
RESIDENCE COMPONENT - 421 DE BRILL ROAD**

The Head of Town Planning presented the application.

Nature and effects of application #2303-008:

The purpose of the Application for Conditional Use is to allow the operation of a tourist residence for short-term rentals, based on the objectives and criteria identified in By-law no. 349-2018 on conditional uses concerning tourist residences.

Identification of the site concerned:

The site covered by this application is located at 421, de Brill Road in West Bolton, on lot number 5 192 733 of the cadastre of Quebec (registration number: 8811-26-5629) and located in zone AF-1.

The floor was given to anyone wishing to be heard.

CONSIDERING the application to allow the operation of the residence at 421 Brill Road as a tourist residence;

CONSIDERING THAT this application is complete and that it meets the requirements of By-law number 349-2018 on conditional uses concerning tourist residences;

WHEREAS the Planning Advisory Committee recommends that Council, by Resolution no. 0723-018, approve this application;

WHEREAS this By-law allows for the revocation of conditional use in the event of non-compliance;

CONSIDERING THAT a public notice has been given and that a sign has been posted in a conspicuous place on the site covered by the application, the whole in accordance with section 145.33 of the *Act respecting land use planning and development*;

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

TO AUTHORIZE the application for conditional use #2303-008 and allow the operation of a tourist residence at 421 de Brill Road, for short-term rentals, based on the objectives and criteria identified in By-law number 349-2018 respecting conditional uses regarding, in particular, tourist residences, on lot number 5 192 733 of the cadastre of Quebec (registration number: 8811-26-5629) located in zone AF-1.

IN FAVOUR: 3 (M. Lafontaine., L. Allen, G. Asselin)
AGAINST: 3 (B.M. Richer, E. Whitcher, N. Lanteigne)
REJECTED

223-0823

7.1.

**ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS**

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

TO APPROVE the list of accounts and transfers as of August 10, 2023, in the amount of \$184,604.62 and authorize the Director General to settle the accounts.

ADOPTED UNANIMOUSLY

224-0823

7.2.

**ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES**

The Director General tabled the report of authorized expenditures.

225-0823

7.3.

**ADMINISTRATION
LINE OF CREDIT PERPETUAL LOAN - BANK OF MONTREAL
(BMO)**

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

THAT the Mayor and Director General be authorized to obtain and sign for permanent financing (e.g. line of credit) from the Bank of Montreal (BMO) not exceeding \$920,000;

THAT this resolution replaces Resolution 194-0723 respecting temporary borrowing.

ADOPTED UNANIMOUSLY

226-0823

7.4.

**ADMINISTRATION
AMENDMENT OF RESOLUTION 190-0723 – MODIFICATION OF
THE AMOUNT OF ACCOUNTS AND TRANSFERS**

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

TO AMEND Resolution no. 190-0723 of the Council sitting of July 10, 2023, on the approval of accounts and transfers to replace the amount of \$237,035.23 with \$237,514.30 following an accounting correction.

ADOPTED UNANIMOUSLY

227-0823

7.5.

**ADMINISTRATION
GROUP INSURANCE – RENEWAL**

WHEREAS in accordance with the Cities and Towns Act / the Municipal Code and within the framework of the UMQ's group insurance pools, the Municipality of West Bolton and this Council wish to authorize the launch of a public call for tenders to obtain group insurance products for its employees for the period June 1, 2024 to May 31, 2029;

WHEREAS following a public call for tenders *Mallette actuaires inc.* has already been awarded the contract for the independent consulting services required by *Union des municipalités du Québec* (UMQ) as part of the UMQ's group insurance pools;

WHEREAS the remuneration provided for in the context of the UMQ group insurance pools is 0.65% to the consultant *Mallette actuaires inc.* and the management fee for the UMQ is 1.15%;

WHEREAS the Municipality of West Bolton now wishes to confirm its membership in the Estrie-Montérégie group insurance pool and the mandate to *Mallette actuaires inc.* therefore;

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Marie-Blanche Richer

AND RESOLVED:

THAT the Preamble be an integral part hereof as if recited at length;

THAT Council hereby confirms its participation in the Estrie-Montérégie group insurance pool for its employees;

THAT participation in the Estrie-Montérégie group insurance pool will be for a maximum of five years, i.e., from June 1, 2024, to May 31, 2029;

THAT the Municipality of West Bolton mandates the UMQ to act as agent to represent it on the group insurance contract to be awarded following the application of these terms and conditions and its renewal, as well as for access to its group insurance file with the insurer, subject to the rules governing the protection of personal information;

THAT the Municipality of West Bolton undertakes to pay the UMQ a management fee of 1.15% of the total premiums paid by the Municipality of West Bolton during the contract and a remuneration of 0.65% of the total premiums paid by the Municipality of West Bolton to *Mallette actuaires inc.*, and the Municipality of West Bolton thus joins the mandate obtained for the pool following a public call for tenders;

THAT the Municipality of West Bolton undertakes to respect the terms and conditions of the contract to be signed with the insurance company that will be awarded the contract following the application of these terms and conditions as well as the conditions of the consultant's mandate.

ADOPTED UNANIMOUSLY

228-0823

7.6.

**ADMINISTRATION
POLICY ON REIMBURSEMENT OF CELL PHONE EXPENSES
FOR THE MUNICIPALITY OF WEST BOLTON**

WHEREAS some employees require or are required to use a cell phone in the course of their duties;

CONSIDERING THAT some employees must be able to be reached at all times or must be able to communicate with the rest of the municipal administration outside their regular working hours;

CONSIDERING THAT the employee on call may be change due to vacation, leave, illness, the needs of the Municipality or any other reason.

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

THAT the Municipality of West Bolton proceed with the adoption of the policy on reimbursement of expenses related to cell phones of the Municipality of West Bolton, that is annexed to this resolution.

IN FAVOUR: 5 (M. Lafontaine, G. Asselin, L. Allen, E. Whitcher, N. Lanteigne)

AGAINST: 1 (M.-B. Richer)

ADOPTED BY MAJORITY VOTE

229-0823

8.1.

**ROADS AND INFRASTRUCTURE
NEGOTIATING MANDATE - TOWN HALL**

WHEREAS the Municipality is considering the expansion of the existing building or the construction of a new Town Hall;

CONSIDERING THAT the Municipality must study all possibilities in terms of location;

CONSIDERING THAT the Municipality wishes to acquire a lot or parcel of lot adjacent to the current Town Hall building in order to correct certain deficiencies;

CONSIDERING THAT the Municipality wishes to mandate the Director General and the Head of Roads and Infrastructure to prospect, evaluate and negotiate the purchase of a lot or parcel of land;

WHEREAS the Municipal Council will have to validate and authorize the submission of a formal offer to purchase following negotiations for a specific lot or lots;

CONSIDERING the recommendation of the New Town Hall Committee;

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

THAT Council mandate the Director General and Clerk-Treasurer and the Head of Roads and Infrastructure to prospect, evaluate and negotiate options for the purchase of lots or parcels of land for the purposes of the expansion or relocation of Town Hall.

ADOPTED UNANIMOUSLY

230-0823

8.2.

**ROADS AND INFRASTRUCTURE
ALLOCATION OF A PORTION OF THE UNALLOCATED
SURPLUS – ROADWORKS**

CONSIDERING THAT the Municipality had to carry out several repairs or emergency work in connection with the weather events of July 4, July 9 and July 10-11;

CONSIDERING THAT the expenses generated by this work exceed the sums available in the roads operating budget for the maintenance of roads;

CONSIDERING THAT climate change is leading to more and more extreme weather events;

CONSIDERING the need to quickly carry out preventive work in several sectors of the Municipality in order to prevent or limit further emergency work;

CONSIDERING THAT a portion of its expenses are eligible for ministerial compensation or a grant;

WHEREAS the municipality's accumulated unallocated surplus absorbs these costs while maintaining a financial cushion;

CONSIDERING the recommendation of the Roads and Infrastructure Committee;

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

TO AUTHORIZE the Director General and Clerk-Treasurer to allocate up to \$175,000, plus applicable taxes, of the unallocated surplus for emergency or repair work carried out in July 2023, future preventive work to be carried out and the various professional mandates necessary for its preparation;

TO FINANCE these expenditures out of any financial assistance to be received and the accumulated unallocated surplus of the Municipality;

TO AUTHORIZE the Director General and Clerk-Treasurer to make payments upon receipt of supporting documents and approval from the Head of Roads and Infrastructure.

ADOPTED UNANIMOUSLY

231-0823

8.3.

ROADS AND INFRASTRUCTURE

BY-LAW 392-2023 – PROCEDURE FOR ACQUIRING A PRIVATE ROAD - NOTICE OF MOTION, PRESENTATION AND TBLING OF DRAFT

Notice of motion is given by Mr. Denis Vaillancourt, Mayor, to the effect that at a future sitting of Council will be presented for adoption By-law no. 392-2023 on the procedure for acquiring a private road.

The mayor tabled draft By-law no. 392-2023 respecting the procedure for acquiring a private road.

A copy of the draft is appended to this notice.

Copies of the draft were made available to the public prior to the commencement of this session.

Mr. Denis Vaillancourt presented the draft:

- Draft By-law no. 392-2023 aims to establish the procedure for acquiring private roads by the Municipality.
- The rules and conditions set out in this procedure will guide Council in making its decision whether or not to accept the municipalization of a private road.
- This procedure applies to any private road in respect of which an application for municipalization is formally filed by the owner of the road.

232-0823

8.4.

**ROADS AND INFRASTRUCTURE
DITCH CLEANING – CONTRACT AWARD**

CONSIDERING THAT the Municipality wishes to maintain its road ditches in order to maintain or improve their drainage;

CONSIDERING the 2023-04 price enquiry conducted for heavy machinery with operator including a wheeled excavator and a dump truck;

CONSIDERING the offer received from Excavation Richard Bouthillette (2012) inc. at the hourly rate of \$165 and \$115 respectively for a wheeled excavator and a 10-wheel dump truck;

CONSIDERING the recommendation of the Roads and Infrastructure Committee;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Eddy Whitcher

AND RESOLVED:

TO AWARD a contract to Excavation Richard Bouthillette (2012) Inc. at an hourly rate of \$165 for a wheeled excavator and \$115 for a 10-wheel dump truck, for the supply of a wheeled excavator with an operator and a 10-wheel dump truck with a driver for cleaning ditches in the Municipality;

TO FINANCE this expenditure out of the general operating account of the Municipality for an amount not exceeding \$25,000 plus applicable taxes;

TO AUTHORIZE the Director General to make payments upon receipt of supporting documents and with the approval of the Head of Roads and Infrastructure.

ADOPTED UNANIMOUSLY

233-0823

8.5.

**ROADS AND INFRASTRUCTURE
PLANS AND SPECIFICATIONS FOR THE REHABILITATION OF
THREE CULVERTS – CONTRACT AWARD**

WHEREAS in spring 2023 the Municipality received the most recent version of the Local Road Infrastructure Intervention Plan (PIIRL) for the territory of the Brome-Missisquoi RCM;

CONSIDERING THAT of the culverts targeted by the PIIRL as requiring major repair, three appear to be the most urgent considering their size, location and state of deterioration;

WHEREAS such repair work, including the preparation of plans and specifications, may be eligible for financial assistance;

CONSIDERING THAT two bids from local engineering firms were received as part of a call for tenders by invitation for the preparation of plans and specifications for the rehabilitation of these three culverts;

WHEREAS the tenders received are as follows:

- **FNX-Innov:** \$44,267 before taxes
- **Avizo Consultants:** \$57,490 before taxes

WHEREAS the lowest compliant bidder for the preparation of plans and specifications for the three-culvert rehabilitation project is FNX-Innov with an amount of \$44,267 excluding taxes;

CONSIDERING the recommendation of the Roads and Infrastructure Committee;

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

TO AWARD the contract for the preparation of plans and specifications for the project to rehabilitate three culverts to FNX-Innov in the amount of \$44,267 before taxes;

TO FINANCE this expenditure out of any financial assistance to be received and/or the accumulated unallocated surplus of the Municipality;

TO AUTHORIZE the Director General to make payments upon receipt of supporting documents and with the approval of the Head of Roads and Infrastructure.

ADOPTED UNANIMOUSLY

234-0823

9.1.

ENVIRONMENT

**PACKAGING AND SORTING OF RECYCLABLE MATERIALS –
ENVIRO CONNEXIONS – CONTRACT RENEWAL**

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

TO AUTHORIZE the Mayor and the Director General to negotiate and sign, for and on behalf of the Municipality, an agreement with Enviro Connexions for the processing of recyclable materials for the year 2024 with an optional year based on the project submitted.

ADOPTED UNANIMOUSLY

235-0823

10.1.

PUBLIC SECURITY

Nothing to discuss.

236-0823

11.1.

HEALTH AND WELL-BEING

Nothing to discuss.

237-0823

12.1.

LEISURE AND CULTURE

BROME LAKE RECREATION AGREEMENT – RENEWAL

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

TO SIGN the new recreation agreement with the Town of Brome Lake for a period of two (2) years, from September 1, 2023 to August 31, 2025;

THAT the Mayor or Assistant Director General be authorized to sign any document to that effect.

ADOPTED UNANIMOUSLY

238-0823
12.2.
LEISURE AND CULTURE
NEIGHBOURS' DAY – SATURDAY, AUGUST 19, 2023

Councillor Nancy Lanteigne invites citizens to participate in large numbers on Neighbours' Day, which will take place on Saturday, August 19, 2023, starting at 3 p.m. at Saint-Michael and All Angels Church.

239-0823
13.
VARIA

Nothing to discuss.

240-0823
14.
SECOND QUESTION PERIOD

Council held a second question period during which in-person and remote attendees could ask questions to its members.

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

241-0823
15.
ADJOURNMENT OF SITTING

The agenda having been exhausted,

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

To adjourn the sitting at 9:24 p.m.

Maïke 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.