

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the regular Council sitting of the Municipality of West Bolton, held on Monday, October 2, 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

Nancy Lanteigne, Councillor no. 6

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

The following were also present:

Maïke Storks, Director General and Clerk-Treasurer

Jules Varin, Head of Town Planning and Municipal Inspector

Ève-Marie Jodoin, Regional Affairs Advisor - Estrie and Montérégie, Regional Affairs and Communities Directorate, Hydro Québec

Pascale Langelier, Business Process and Practices Advisor, Power Management Offering Development Branch – Hilo, Hydro Québec

Ève-Marie Jodoin and Pascale Langelier left after item 3.1

Jules Varin left after item 7.4.

AGENDA

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

3. PRESENTATION

3.1. Hydro-Québec – Hilo Solution – Free offer for citizens of West Bolton

4. FIRST QUESTION PERIOD

5. APPROVAL OF MINUTES

6. CORRESPONDENCE

7. TOWN PLANNING

7.1. Report of the Head of Town Planning and Municipal Inspector

7.2. Filing of Planning Documents

7.3. Planning Advisory Committee (PAC) - Appointment

7.4. Interim Control By-law 07-0823 Brome-Missisquoi RCM - Resolution of Support no. 323-0823

8. ADMINISTRATION

8.1. Approval of Accounts and Transfers

8.2. Report of Authorized Expenditures

8.3. External Auditor – Audit of the 2023 Financial Report – Contract Award

8.4. By-law 394-2023 Amending By-law 327-2009 Ordering the Imposition of the Tax to Fund 9-1-1 Emergency Centres – Adoption

9. ROADS AND INFRASTRUCTURE

9.1. Hydrogeomorphological Studies of Effluents from Quilliams Creek – Contract Award

9.2. Stagecoach Road Culvert Repair Work –Allocation of Surplus

9.3. Glen Road Culvert Rehabilitation – Allocation of Surplus

9.4. Van Purchase for the Road and Infrastructure Department – Contract Award

9.5. Call for Tenders 2023-02 – Granular Resurfacing Work on Stagecoach, Fuller, Argyll and Brill Roads - Statement no. 2 and Provisional Acceptance of Work

10. ENVIRONMENT

10.1. Call for Tenders 2023-11 - Collection and Transportation of Residual Materials 2024 – Contract Award

11. PUBLIC SECURITY

12. HEALTH AND WELL-BEING

- 13. LEISURE AND CULTURE
 - 13.1. Agreement with the Pettes Memorial Library – Extension
- 14. VARIA
 - 14.1. Fondation du Centre jeunesse de l'Estrée – 12th Edition campaign - Donation
- 15. SECOND QUESTION PERIOD
- 16. ADJOURNMENT

1.
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 7:30 p.m.

The mayor made some opening remarks.

276-1023
2.
ADOPTION OF THE AGENDA

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

TO ADOPT the agenda by adding the item:

7.4 Support for Resolution No. 323-0823 of the Brome-Missisquoi RCM Concerning Responsibilities in the Application of Interim Control By-law 07-0823.

ADOPTED UNANIMOUSLY

3.
PRESENTATION
HYDRO-QUÉBEC – HILO SOLUTION – FREE OFFER FOR CITIZENS OF WEST BOLTON

Eve-Marie Jodoin and Pascale Langelier of Hydro Québec presented the Solution Hilo program, which will be offered free of charge to citizens of West Bolton who wish to join between November 6 and 22, 2023.

4.
FIRST QUESTION PERIOD

Council held a first question period.

277-1023

5.

APPROVAL OF MINUTES

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

TO APPROVE the English and French versions of the minutes of September 11, 2023.

ADOPTED UNANIMOUSLY

6.

CORRESPONDENCE

No correspondence.

7.1

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 September.

September 2023
Number of permits issued: 9
Value of work: \$723,375.00

7.2

TOWN PLANNING

FILING OF PLANNING DOCUMENTS

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

- Municipal Inspector's Report for September 2023;
- List of Permits and Certificates Active in the Territory as of October 2, 2023.

278-1023

7.3

TOWN PLANNING

PLANNING ADVISORY COMMITTEE (PAC) - APPOINTMENT

WHEREAS Ms. Christine Chaput, Vice-President and member of the Planning Advisory Committee (PAC) occupying seat no. 7 will not renew her mandate;

WHEREAS the Planning Advisory Committee (PAC) shall consist of seven (7) voting members appointed by resolution of Council;

WHEREAS seat No. 7 is now available for a period of two (2) years;

WHEREAS the Municipality received one (1) application;

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

TO APPOINT Mr. Dominique Murphy to fill seat no. 7 for a two-year term renewable, upon approval by Council;

ADOPTED UNANIMOUSLY

279-1023

7.4

TOWN PLANNING

**INTERIM CONTROL BY-LAW 07-0823 BROME-MISSISQUOI RCM -
SUPPORTING RESOLUTION NO. 323-0823**

WHEREAS on August 15, 2023, the Brome-Missisquoi RCM adopted a resolution appointing its regional councillors for the application of interim control by-law 07-0823 relating to certain wetlands and forests of interest;

WHEREAS by this resolution the Brome-Missisquoi RCM also entrusts the administration and application of the same by-law to the officers of its local municipalities responsible for issuing permits and certificates;

WHEREAS the Brome-Missisquoi RCM asks local municipalities to adopt this resolution and to specify the position of the person responsible for issuing permits and certificates.

IT WAS MOVED BY: Marie-Blanche Richer

SECONDED BY: Eddy Whitcher

AND RESOLVED:

To support the appointments of regional councillors presented by the Brome-Missisquoi RCM;

To consent to the designation of the Head of Town Planning and Municipal Inspector as the officer responsible for the administration and application of Interim Control By-law 07-0823 in the territory of the Municipality of West Bolton.

ADOPTED UNANIMOUSLY

280-1023

8.1

ADMINISTRATION

APPROVAL OF ACCOUNTS AND TRANSFERS

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Nancy Lanteigne

AND RESOLVED:

TO APPROVE the list of accounts and transfers as of September 28, 2023, in the amount of \$601,136.91 and authorize the Director General to settle these accounts.

ADOPTED UNANIMOUSLY

8.2

ADMINISTRATION

REPORT OF AUTHORIZED EXPENDITURES

The Director General tabled the report of authorized expenditures.

281-1023
8.3
ADMINISTRATION
EXTERNAL AUDITOR – AUDIT OF THE 2023 FINANCIAL REPORT –
CONTRACT AWARD

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

TO ACCEPT Raymond Chabot Grant Thornton's offer of service to act as external auditor for the audit of the financial report for the fiscal year ending December 31, 2023, for a total amount of \$12,750.00 before taxes;

TO FINANCE this expenditure from the general account of the Municipality (2023 and 2024 Budget);

TO AUTHORIZE the Mayor and the Director General to issue any directives and sign any documents to that effect.

ADOPTED UNANIMOUSLY

282-1023
8.4
ADMINISTRATION
BY-LAW 394-2023 AMENDING BY-LAW 327-2009 ORDERING THE
IMPOSITION OF THE TAX TO FUND 9-1-1 EMERGENCY CENTRES –
ADOPTION

WHEREAS the Government of Quebec is increasing the amount of municipal tax for 9-1-1 service from \$0.46 to \$0.52 per month per telephone number as of January 1, 2024;

WHEREAS on September 6, 2023, the Government enacted the Regulation amending the Regulation Governing the Municipal Tax for 9-1-1;

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

TO ADOPT By-law 394-2023 amending By-law 327-2009 ordering the imposition of the tax to fund 9-1-1 emergency centres;

TO SEND the resolution and a copy of by-laws 394-2023 and 327-2009 to the *Ministère des Affaires municipales et de l'Habitation du Québec* (MAMH).

A copy of the by-law is attached to this resolution as an integral part of it.

Copies of these by-laws were made available to the public prior to the start of the sitting.

ADOPTED UNANIMOUSLY

283-1023

9.1

ROADS AND INFRASTRUCTURE

HYDROGEOMORPHOLOGICAL STUDIES OF EFFLUENTS FROM QUILLIAMS CREEK – CONTRACT AWARD

WHEREAS the Municipality has the possibility of submitting a grant application to the Flood Resilience and Adaptation Program (PRAFI);

WHEREAS this grant program aims, among other things, to increase the resilience of communities and ecosystems to the intensification of risks due to climate change;

WHEREAS the storms of October 31, 2019 and July 11, 2023, demonstrated the vulnerability of Brill Road at the intersection of Argyll Road to high water accumulation, which is becoming more frequent due to climate change;

WHEREAS it is judicious and necessary to make a preliminary design study before starting plans and specifications or field work;

CONSIDERING the offer for professional services received from Avizo Experts-Conseil in the amount of \$17,500.00 before taxes, for a hydrogeomorphological study;

CONSIDERING the recommendation of the Roads and Infrastructure Committee;

IT WAS MOVED BY: Loren Allen

SECONDED BY: Gilles Asselin

AND RESOLVED:

TO AWARD the contract for a hydrogeomorphological study to Avizo Experts-Conseils in the amount of \$17,500.00, before taxes;

TO FINANCE this expenditure from any financial assistance to be received and/or from the general account of the Municipality (2023 and 2024 Budget) including the accumulated unallocated surplus of the Municipality;

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

ADOPTED UNANIMOUSLY

284-1023

9.2

ROADS AND INFRASTRUCTURE

STAGECOACH ROAD CULVERT REPAIR WORK – SURPLUS ALLOCATION

WHEREAS a roadway subsidence on Stagecoach Road caused by the washout of a culvert occurred on August 15, 2023;

WHEREAS this washout was probably accentuated during the weather events of July 10 and 11, 2023;

WHEREAS this incident caused a dead-end road of more than 4 km and that the response time for emergency services was thus significantly affected;

CONSIDERING the recommendations of the engineering firm Avizo Experts-Conseils on repair methods that would allow the road to be reopened, but that would also extend the life of the culvert with a view to its complete replacement in 2024;

WHEREAS Resolution 230-0823 authorizes the allocation of up to \$175,000.00 of the accumulated unallocated surplus for emergency or preventive work;

WHEREAS the Head of Roads and Infrastructure has entrusted an emergency mandate to Excavation Désourdy to carry out the repair of the culvert and the roadway;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Loren Allen

AND RESOLVED:

TO RATIFY the contract award in the amount of \$31,006.22 before taxes, to Excavation Désourdy Inc. to repair a culvert and the roadway on Stagecoach Road;

TO FINANCE this expenditure out of any financial assistance to be received and/or the accumulated unallocated surplus from the Municipality in accordance with Resolution #230-0823;

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

ADOPTED UNANIMOUSLY

285-1023

9.3

ROADS AND INFRASTRUCTURE

GLEN ROAD CULVERT REHABILITATION –ALLOCATION OF SURPLUS

WHEREAS a culvert on Glen Road has collapsed and no longer provides adequate drainage of water from the ditch and the watercourse;

WHEREAS this failure caused damage to the road during the weather events of July 10 and 11, 2023, and to a lesser extent of September 19, 2023;

WHEREAS Resolution 230-0823 authorizes the allocation of up to \$175,000.00 of the accumulated unallocated surplus for emergency or preventive work;

WHEREAS the Head of Roads and Infrastructure has entrusted an emergency mandate to the firm Excavation Désourdy to carry out the repair of the said culvert;

WHEREAS the work was carried out from September 26 to 28, 2023, but the invoice is still to be received;

IT WAS MOVED BY: Loren Allen

SECONDED BY: Marie-Blanche Richer

AND RESOLVED:

TO RATIFY the contract award to Excavation Désourdy Inc. for the repair of a culvert on Glen Road;

TO FINANCE this expenditure out of any financial assistance to be received and/or the accumulated unallocated surplus from the Municipality in accordance with Resolution #230-0823;

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

ADOPTED UNANIMOUSLY

286-1023

9.4

ROADS AND INFRASTRUCTURE

**VAN PURCHASE FOR THE ROADS AND INFRASTRUCTURE DEPARTMENT –
CONTRACT AWARD**

WHEREAS the Municipality has established that it is essential to have a pickup truck for its Roads and Infrastructure department;

WHEREAS in the long term, leasing the current vehicle is more expensive than buying a new pickup truck;

WHEREAS the Municipality therefore wishes to acquire a new pickup truck in 2024;

WHEREAS the delivery time for this type of vehicle is several months and, as a result, it is therefore necessary to order in 2023 in order to obtain a vehicle in 2024;

WHEREAS solicitations were sent to three (3) dealers for the supply of a 2024 GMC Sierra 2500 pickup truck;

WHEREAS the tenders received are as follows:

- **Rocheleau Chevrolet** : \$79,296.50 before taxes
- **Granby Chevrolet Cadillac Buick GMC**: \$78,274.00 before taxes
- **Chevrolet Buick GMC Root Limited** : \$78,932.70 before taxes

WHEREAS the lowest compliant bidder for the supply of a 2024 GMC Sierra 2500 pickup truck is Granby Chevrolet Cadillac Buick GMC with an amount of \$78,274.00, before taxes;

CONSIDERING the recommendation of the Roads and Infrastructure Committee;

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

TO AWARD the contract for the supply of a 2024 GMC Sierra 2500 pickup truck to Granby Chevrolet Cadillac Buick GMC in the amount of \$78,274.00 before taxes;

TO FINANCE this expenditure from the general account of the Municipality in its 2024 budget;

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

ADOPTED UNANIMOUSLY

287-1023

9.5

ROADS AND INFRASTRUCTURE

**CALL FOR TENDERS 2023-02 – GRANULAR RESURFACING WORK ON
STAGECOACH, FULLER, ARGYLL AND DE BRILL ROADS - STATEMENT NO. 2
AND PROVISIONAL ACCEPTANCE OF WORK**

WHEREAS Council has awarded the contract for granular resurfacing work on Stagecoach, Fuller, Argyll and de Brill roads to Excavation Désourdy by Resolution 072-0323;

WHEREAS Council has awarded the Professional Service Contract for the supervision of the granular resurfacing work on Stagecoach, Fuller, Argyll and de Brill Roads to Bruno Lortie, P.Eng., by Resolution 096-0423;

CONSIDERING the second payment recommendation for the work by Bruno Lortie, Engineer, following the receipt of progress statement no. 2, including the release of the 5% holdback for the provisional acceptance for this contract;

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

TO AUTHORIZE the payment of progress statement no. 2 including the release of the (five) 5% holdback for provisional acceptance for this contract to Excavation Désourdy Inc. in the amount of \$218,529.90, before applicable taxes, for the granular resurfacing work on Stagecoach, Fuller, Argyll and Brill roads under call for tenders 2023-02;

TO FINANCE this expenditure, net of tax rebates, from the Municipality's general account and the Gas Tax and Quebec Contribution Program (TECQ);

TO AUTHORIZE the Director General and Clerk-Treasurer or the Head of Roads and Infrastructure to issue any directives and sign any documents to that effect.

ADOPTED UNANIMOUSLY

288-1023

10.1

ENVIRONMENT

CALL FOR TENDERS 2023-11 - COLLECTION AND TRANSPORTATION OF
RESIDUAL MATERIALS IN 2024 – CONTRACT AWARD

WHEREAS the Municipality has issued call for tenders 2023-11 on SEO for the Collection and transportation of residual materials: recycling, organic matter and waste for a period of one (1) year (January 1, 2024 to December 31, 2024) with an option to renew for one (1) subsequent year;

WHEREAS this call for tenders covers the period from January 1 to December 31, 2024, with an option to renew for a subsequent year (2025);

CONSIDERING THAT the Municipality has received one (1) bid for the 2023-11 call for tenders:

Contractor	Price (taxes included)
Les Entreprises R. Cherrier inc.	204 915,60\$

WHEREAS the tender is compliant;

IT WAS MOVED BY: Nancy Lanteigne
SECONDED BY: Eddy Whitcher
AND RESOLVED:

THAT the Municipal Council of West Bolton should award to Les Entreprises R. Cherrier inc. the initial contract in the amount of \$204,915.60, taxes included, in accordance with the terms of Call for Tenders 2023-11 - Collection and transportation of residual materials: recycling, organic matter and waste for a period of one (1) year (January 1, 2024 to December 31, 2024) with an option to renew for one (1) subsequent year;

THAT tender estimate 2023-11 is an integral part of the contract between the Municipality and the contractor;

TO FINANCE this expenditure, net of tax rebates, from the municipality's general account (2024 budget);

TO AUTHORIZE the Mayor and the Assistant Director General to issue any directives and sign any documents to that effect.

ADOPTED UNANIMOUSLY

**11.
PUBLIC SECURITY**

Nothing to discuss.

**12
HEALTH AND WELL-BEING**

Nothing to discuss.

**289-1023
13.1
LEISURE AND CULTURE
AGREEMENT WITH THE PETTES MEMORIAL LIBRARY – RENEWAL**

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

TO RENEW the agreement with the Pettes Memorial Library for one year.

ADOPTED UNANIMOUSLY

**290-1023
14.1
VARIA
FONDATION DU CENTRE JEUNESSE DE L'ESTRIE – 12TH EDITION
CAMPAIGN – DONATION**

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

TO CONTRIBUTE \$500 to the Fondation du Centre jeunesse de l'Estrée for the 12th edition of its fundraising campaign;

TO FINANCE this expenditure out of the general account of the Municipality.

ADOPTED UNANIMOUSLY

**14.
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 prior to the start of the sitting.

291-1023
15.
ADJOURNMENT

The agenda having been exhausted,

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

To adjourn the sitting at 9:04 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.