

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

Minutes of the Regular Council Sitting of the Municipality of West Bolton, held on Monday, November 6, 2023, at 7:30 p.m. at the Town Hall situated at 9 Town Hall Road, West Bolton, with an interactive webcast.

The following were present:

Margarita Lafontaine, Councillor No. 1
Marie-Blanche Richer, Councillor No. 2
Eddy Whitcher, Councillor No. 4
Gilles Asselin, Councillor No. 5
Nancy Lanteigne, Councillor No. 6
The Councillors present formed a quorum, and the sitting was presided over by Denis Vaillancourt, Mayor.

The following was absent:

Loren Allen, Councillor No. 3

The following were also present:

Maïke Storks, Director General and Clerk-Treasurer
Jules Varin, Head of Town Planning and Municipal Inspector

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 Town Planning documents
 - 6.3.** Planning Advisory Committee (PAC) – Appointment
 - 6.4.** Application for Minor Exemption No. 2306-010 - Construction Project (Residential) - Lot 5 193 091, ch. de la Tour
 - 6.5.** By-law 393-2023 Respecting the Demolition of Immovables – Adoption
 - 6.6.** Demolition Committee – Appointment of Members
 - 6.7.** By-law No. 395-2023 Respecting Permits and Certificates – Notice of Motion, Tabling and Adoption of Draft
- 7. ADMINISTRATION**
 - 7.1.** Approval of Accounts and Transfers
 - 7.2.** Report of Authorized Expenditures
 - 7.3.** 2024 Schedule of Council Sitting
 - 7.4.** Union des municipalités du Québec (UMQ) Membership – Renewal 2024
 - 7.5.** Professional Legal Services of Lawyers – Service Offering 2024
 - 7.6.** Comparative Statements - Tabling
- 8. ROADS AND INFRASTRUCTURE**
 - 8.1.** Snow Removal at Town Hall - Contract Award
 - 8.2.** Snow Removal - Dry Fire Hydrant – Contract Award
 - 8.3.** Snow Removal from the Mont Foster Parking Lot – Contract Award
 - 8.4.** Paramount Road Rehabilitation Work - Final Acceptance
 - 8.5.** Local Road Assistance Program – Sub-Component – Specific Improvement Projects per Electoral District (APP-CE)
 - 8.6.** Spicer Road Culvert Rehabilitation – Contract Award
- 9. ENVIRONMENT**
- 10. PUBLIC SECURITY**
- 11. HEALTH & WELLNESS**
- 12. LEISURE & CULTURE**
- 13. VARIA**
 - 13.1.** Au Diapason – 2023 Annual Campaign
- 14. SECOND QUESTION PERIOD**

15. 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 7:29 p.m.

The mayor made some opening remarks.

292-1123
2.
ADOPTION OF THE AGENDA

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

TO ADOPT the agenda

ADOPTED UNANIMOUSLY

3.
FIRST QUESTION PERIOD

Council held the first question period.

293-1123
4.
APPROVAL OF MINUTES

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

TO APPROVE the English and French versions of the minutes of October 2, 2023.

ADOPTED UNANIMOUSLY

5.
CORRESPONDENCE

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

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 October.

October 2023
Number of permits issued: 8

6.2
TOWN PLANNING
SUBMISSION OF TOWN PLANNING DOCUMENTS

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

- October 2023 Municipal Inspector's Report;
- List of active permits and certificates in the territory as of November 6, 2023;
- Minutes of the public consultation sitting held on October 2, 2023.

294-1123
6.3
TOWN PLANNING
PLANNING ADVISORY COMMITTEE (PAC) – APPOINTMENT

WHEREAS Mr. Anthony Zitzmann, member of the Planning Advisory Committee (PAC), occupying seat No. 3, will not be renewing his mandate;

WHEREAS the Planning Advisory Committee (PAC) is composed of seven (7) voting members appointed by resolution of the Municipal Council;

WHEREAS Seat No. 3 is now vacant for a two (2)-year term;

WHEREAS the Municipality received two (2) applications;

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

TO APPOINT Mr. Thomas Duperré to fill Seat No. 3 for a of two (2)-year term, renewable, upon approval of the Municipal Council;

TO THANK Mr. Anthony Zitzmann for his involvement with the Committee.

ADOPTED UNANIMOUSLY

295-1123
6.4
TOWN PLANNING
REQUEST FOR MINOR EXEMPTION NO. 2306-010 - CONSTRUCTION PROJECT
(RESIDENTIAL) - LOT 5 193 091, CH. DE LA TOUR

The Head of Town Planning and Municipal Inspector presented the application:

Nature and effects of the request:

The request for minor exemption is intended to reduce the front setback to under 25 metres from the street, i.e. 9.16 metres.

Identification of the site concerned:

The site covered by this application is located on lot 5 193 091, chemin de la Tour in West Bolton, on the property consisting of lot no. 5 193 091 of the cadastre of Québec (registration number: 9009-86-9305) and located in zone RES-1.

The floor was given to anyone who desired to be heard.

WHEREAS the Planning Advisory Committee recommended in its resolution no. 0923-027 not to grant the minor exemption on lot 5 193 091;

WHEREAS the proposed location of a building on this site would not be compatible with the surrounding built environment;

WHEREAS the proposed building would cause significant harm to the natural environment in the area;

WHEREAS the applicant has not convincingly demonstrated the feasibility of a construction project at this site;

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

TO NOT GRANT minor exemption No. 2306-010 for the reduction of the front setback from 25 m to 9.16 m.

ADOPTED UNANIMOUSLY

296-1123
6.5
TOWN PLANNING
BY-LAW 393-2023 RESPECTING THE DEMOLITION OF IMMOVABLES –
ADOPTION

WHEREAS draft by-law no. 393-2023 was adopted at the regular Council sitting of September 11, 2023, and whereas a notice of motion was given on the same date;

WHEREAS the municipality has the power to adopt such a by-law in accordance with the *Act respecting land use planning and development*;

WHEREAS this by-law does not contain a provision requiring approval by referendum;

WHEREAS a technical notice of compliance has been published by the Brome-Missisquoi RCM.

WHEREAS a public consultation sitting was held on October 2, 2023, and a report of this sitting was filed on November 6, 2023.

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

TO ADOPT By-law 393-2023 respecting the demolition of immovables.

ADOPTED UNANIMOUSLY

297-1123

6.6

TOWN PLANNING

DEMOLITION COMMITTEE – APPOINTMENT OF MEMBERS

WHEREAS by-law No. 393-2023 respecting the demolition of immovables was adopted on November 6, 2023;

WHEREAS this by-law provides for the establishment of a demolition committee composed of three (3) members of Council;

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Nancy Lanteigne

AND RESOLVED:

TO APPOINT Mr. Gilles Asselin, Mr. Eddy Whitcher and Ms. Marie-Blanche Richer as members of the Demolition Committee.

ADOPTED UNANIMOUSLY

298-1123

6.7

TOWN PLANNING

**BY-LAW NO. 395-2023 RESPECTING PERMITS AND CERTIFICATES
– NOTICE OF MOTION, TABLING AND ADOPTION OF DRAFT**

Notice of motion was given by Mr. Denis Vaillancourt, Mayor, to the effect that by-law 395-2023 respecting permits and certificates will be presented for adoption at a future Council sitting.

The mayor tabled draft by-law 395-2023 respecting permits and certificates. 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 sitting.

WHEREAS By-law 267-2008 and its amendments are currently in force;

WHEREAS the Municipal Council may amend this by-law in accordance with the *Act respecting land use planning and development*;

WHEREAS this by-law does not contain a provision requiring approval by referendum;

WHEREAS an amendment is necessary in order to align the proposed rates for a demolition application with the new provisions of By-law 393-2023 respecting the demolition of immovables.

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Eddy Whitcher

AND RESOLVED:

TO ADOPT draft by-law no. 395-2023 respecting permits and certificates.

ADOPTED UNANIMOUSLY

299-1123
7.1
ADMINISTRATION
APPROVAL OF ACCOUNTS AND TRANSFERS

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

TO APPROVE the list of accounts and transfers as of November 1, 2023, in the amount of \$274,154.39 and authorize the Director General or Assistant Director General to settle these accounts.

ADOPTED UNANIMOUSLY

7.2
ADMINISTRATION
REPORT OF AUTHORIZED EXPENDITURES

The Director General tabled the report of authorized expenditures.

300-1123
7.3
ADMINISTRATION
2024 SCHEDULE OF COUNCIL MEETINGS

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

THAT Council adopt the following schedule of 2024 Council meetings:

Monday, January 22 at 7:30 p.m.
Monday, February 19 at 7:30 p.m.
Monday, March 18 at 7:30 p.m.
Monday, April 15 at 7:30 p.m.
Monday, May 13 at 7:30 p.m.
Monday, June 17 at 7:30 p.m.
Monday, July 15 at 7:30 p.m.
Monday, August 12 at 7:30 p.m.
Monday, September 9 at 7:30 p.m.
Monday, October 7 at 7:30 p.m.
Monday, November 11 at 7:30 p.m.
Monday, December 9 at 7:30 p.m.
Monday, December 16 at 7 p.m. - Special sitting – Budget 2025
Monday, December 16 at 7:30 p.m.

That public notice be given to this effect and that these dates be entered on the municipal calendar for the year 2024.

ADOPTED UNANIMOUSLY

301-1123
7.4
ADMINISTRATION
UNION DES MUNICIPALITÉS DU QUÉBEC (UMQ) MEMBERSHIP –
RENEWAL 2024

WHEREAS the annual membership to the *Union des municipalités du Québec* (UMQ) will soon expire;

CONSIDERING all the tools that this portal offers to the municipal administration;

WHEREAS the *Human Capital Hub* module will no longer be required;

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

THAT the Municipal Council renew membership to the *Union des municipalités du Québec* (UMQ) for the year 2024 in the amount of \$192 before taxes while refusing the *Human Capital Hub* module.

TO AUTHORIZE the mayor and Deputy Director General to sign any document to that effect.

ADOPTED UNANIMOUSLY

302-1123
7.5
ADMINISTRATION
PROFESSIONAL LEGAL SERVICES – CONTRACT AWARD 2024

WHEREAS three (3) bids were received for the year 2024:

- Cain Lamarre – Eastern Townships
- Therrien, Couture and Jolicoeur – Eastern Townships
- Poupart & Poupart – Montreal

WHEREAS Cain Lamarre–Estrie offers access to several lawyers with different expertise in the municipal field as well as a bank of hours at a reduced rate and whereas more than fifty municipalities in the province use their service;

IT WAS MOVED BY: Nancy Lanteigne
SECONDED BY: Margarita Lafontaine
AND RESOLVED:

THAT the West Bolton Municipal Council should award the contract for professional legal services for the year 2024 to Cain Lamarre – Estrie for a bank of fifteen (15) hours at \$200/hour for a total of \$3,000 before taxes, and an hourly rate varying between \$125 and \$325/hour for all additional services;

THAT the management, or any representative mandated by the management, be authorized to use the services of Cain Lamarre based on the bank of hours and, if necessary, the consulting service, for the period from January 1 to December 31, 2024;

TO FINANCE this expenditure from the general account (2024 budget).

ADOPTED UNANIMOUSLY

7.6
ADMINISTRATION
COMPARATIVE STATEMENTS - DEPOSIT

The Director General tabled the comparative statements of revenues and expenditures for the period ending September 30, 2023, and the projected statement of revenues and expenditures for the current fiscal year, dated November 3, 2023.

Copies of the summary of the comparative statements were made available to the public on the Municipality's website.

303-1123
8.1
ROADS AND INFRASTRUCTURE
SNOW REMOVAL TOWN HALL – CONTRACT AWARD

WHEREAS the Municipality wishes to award a contract for snow removal from the parking lots, steps and access to Town Hall;

WHEREAS a request for bids was sent to five (5) snow removal contractors;

WHEREAS this request for bids is valid for two (2) winter seasons, i.e. winter 2023-2024 and 2024-2025;

WHEREAS the bids received were as follows:

- **Stecor Inc.:** No bid
- **Excavations G.A.L. Inc.:** \$9,776.00 before taxes
- **Kevin Fraser:** Non-compliant bid
- **John Rhicard:** No bid
- **Racicot Lachapelle Landscaping Inc.:** \$6,120.00 before taxes

WHEREAS the lowest compliant bidder for snow removal at Town Hall is Entretien Paysager Racicot Lachapelle inc. for a total amount of \$6,120.00, before taxes, for the 2023-2024 and 2024-2025 winter seasons;

IT WAS MOVED BY: Gilles Asselin

SECONDED BY: Nancy Lanteigne

AND RESOLVED:

TO AWARD a contract to Entretien Paysager Racicot Lachapelle Inc. for snow removal on its parking lots, steps, and access to the Town Hall of the Municipality of West Bolton for the 2023-2024 and 2024-2025 winter seasons for an amount of \$6,120.00 before taxes;

TO FINANCE this expenditure from the general operating account of the Municipality.

ADOPTED UNANIMOUSLY

304-1123
8.2
ROADS AND INFRASTRUCTURE
SNOW REMOVAL FROM DRY FIRE HYDRANT – CONTRACT AWARD

WHEREAS the Municipality wishes to award a contract for snow removal at the fire hydrant located near 42 Summit Road;

WHEREAS a request for bids was sent to six (6) snow removal contractors;

WHEREAS this request for bids is valid for two (2) winter seasons, i.e. 2023-2024 and 2024-2025;

WHEREAS the bids received were as follows:

- **Stecor:** No bid
- **Excavations G.A.L. inc.:** \$1,352.00 before taxes
- **Kevin Fraser:** No bid
- **John Rhicard:** No bid
- **Racicot Lachapelle Landscaping Maintenance Inc.:** No bid
- Alain Clair: Non-compliant bid

WHEREAS the lowest compliant bidder for snow removal at the fire hydrant near 42 Summit Road is Excavations G.A.L. inc. for a total amount of \$1,352.00 before taxes for the 2023-2024 and 2024-2025 winter seasons;

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

TO AWARD a contract to Excavations G.A.L. inc. for snow removal at the fire hydrant near 42 Summit Road for the 2023-2024 and 2024-2025 winter seasons for an amount of \$1,352.00 before taxes;

TO FINANCE this expense from the general operating account of the Municipality.

ADOPTED UNANIMOUSLY

305-1123
8.3
ROADS AND INFRASTRUCTURE
SNOW REMOVAL AT THE MOUNT FOSTER PARKING – CONTRACT
AWARD

WHEREAS the Municipality wishes to award a contract for snow removal at the Mount Foster parking lot;

WHEREAS a request for bids was sent to four (4) snow removal contractors;

WHEREAS this request for bids is valid for two (2) winter seasons, i.e. 2023-2024 and 2024-2025;

WHEREAS the bids received were as follows:

- **Stecor inc.:** \$3,880.00 before taxes
- **Excavations G.A.L. inc.:** \$6,864.00 before taxes
- **Kevin Fraser:** no bid
- **John Rhicard:** No bid

WHEREAS the lowest compliant bidder for snow removal from the Mount Foster parking lot is Stecor Inc. for a total amount of \$3,880.00 before taxes for the 2023-2024 and 2024-2025 winter seasons;

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

TO AWARD a contract to Stecor Inc. for snow removal at the Mount Foster parking lot for the 2023-2024 and 2024-2025 winter seasons in the amount of \$3,880.00 before taxes;

TO FINANCE this expense from the general operating account of the Municipality.

ADOPTED UNANIMOUSLY

306-1123

8.4

ROADS AND INFRASTRUCTURE

PARAMOUNT ROAD REHABILITATION WORK – FINAL ACCEPTANCE

WHEREAS Council awarded the contract for the rehabilitation work on Paramount Road to Roger Dion et Fils 2006 Inc. in accordance with resolution 188-0722;

WHEREAS Council awarded the professional services contract for the supervision of the rehabilitation work on Paramount Road to Bruno Lortie, P.Eng., pursuant to resolution 189-0722;

CONSIDERING the provisional acceptance of the work in November 2022 by resolution 171-0623;

CONSIDERING the recommendation for payment no. 6 of the work of Bruno Lortie, Engineer, following the receipt of Progress Statement no. 6 including the release of the (five) 5% holdback for the final acceptance of this contract;

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

TO DEFINITELY ACCEPT the work carried out by Roger Dion et Fils 2006 Inc. for the rehabilitation of Paramount Road as part of Call for Tenders 2022-02;

TO AUTHORIZE the payment of Progress Statement no. 6 including the release of the (five) 5% holdback to Roger Dion et Fils 2006 inc. in the amount of \$82,760.43 before applicable taxes;

TO FINANCE this expenditure, net of tax rebates, in accordance with by-law 386-2022;

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

307-1123

8.5

ROADS AND INFRASTRUCTURE

**LOCAL ROAD ASSISTANCE PROGRAM– SPECIFIC ELECTORAL DISTRICT
IMPROVEMENT PROJECTS (P-CE) SUB-COMPONENT**

WHEREAS the Municipality of West Bolton has taken note of the terms and conditions of application of the Special Improvement Projects (APP) component of the Local Road Assistance Program (PAVL) and undertakes to comply with them;

WHEREAS the road network for which an application for financial assistance has been granted is under municipal jurisdiction and is eligible for the PAVL;

WHEREAS the work was carried out within the calendar year in which the Minister authorized it;

WHEREAS the work performed or the costs incurred are eligible for the PAVL;

WHEREAS reporting Form V-0321 has been duly completed;

WHEREAS the project reports were transmitted after the completion of the work or no later than December 31, 2023, of the calendar year in which the Minister authorized the work;

WHEREAS the payment is conditional upon the Minister's acceptance of the Project reporting;

WHEREAS, if the reporting is found to be in order, the Minister shall make a payment to the municipalities based on the list of works approved by the Minister, but not exceeding the maximum amount of assistance as set out in the announcement letter;

WHEREAS other sources of funding for the work have been declared;

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

THAT the Council of the Municipality of West Bolton approves the expenses in the amount of \$44,282.57 (taxes included) relating to the improvements to be carried out and the eligible inherent costs mentioned in Form V-0321, in accordance with the requirements of the *Ministère des Transports du Québec* and acknowledges that in the event of non-compliance with these requirements, the financial assistance will be terminated.

ADOPTED UNANIMOUSLY

308-1123
8.6
ROADS AND INFRASTRUCTURE
SPICER ROAD CULVERT REHABILITATION – CONTRACT AWARD

WHEREAS the Municipality had to carry out emergency culvert repair and shoulder stabilization work on Spicer Road in connection with the weather events of October 21 and 22;

WHEREAS this work is only temporary and the problem that led to said emergency work is still present;

WHEREAS it is necessary to oversize and completely rehabilitate this culvert on Spicer Road in order to prevent or limit further emergency work;

WHEREAS the Municipality's contract management and enforcement policy rotates contractors for contracts by mutual agreement;

CONSIDERING the capacity and availability of *Normand Jeanson Excavation Inc.* to carry out the work;

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

TO AWARD the contract for the repair of a culvert on Spicer Road to *Normand Jeanson Excavation Inc.* with a fee based on the hourly rate and the materials used;

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

ADOPTED UNANIMOUSLY

9.1
ENVIRONMENT

The mayor mentioned that November is radon month and invited citizens to have their homes tested to protect their health and safety.

PUBLIC SECURITY

Nothing to discuss.

**11.
HEALTH & WELLNESS**

Nothing to discuss.

**12.
LEISURE & CULTURE**

Nothing to discuss.

**309-1123
13.1
VARIA
AU DIAPASON – ANNUAL CAMPAIGN 2023**

WHEREAS Au Diapason offers free palliative care and support services for people at the end of life as well as their loved ones;

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

TO MAKE a contribution of \$380 to Au Diapason for their 2023 annual campaign;

THAT proceeds from this contribution be given to volunteers of the Municipality of West Bolton in gratitude for their involvement in their community.

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.

**310-1123
15.
ADJOURNMENT**

The agenda having been exhausted,

IT WAS MOVED BY: Nancy Lanteigne
SECONDED BY: Margarita Lafontaine
AND UNANIMOUSLY RESOLVED:

TO ADJOURN the sitting at 9:40 p.m.

Maïke Storks
Director General and

Denis Vaillancourt
Mayor

Clerk-Treasurer

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.