

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF WEST BOLTON

A regular Council meeting of the Municipality of West Bolton, held on Monday, July 7, 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
Nancy Lanteigne, Councillor No. 6

ABSENT:

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, in accordance with the provisions of the Municipal Code of Quebec.

Nine (9) other individuals were present during the session.

AGENDA

1. **CALL TO ORDER**
2. **ADOPTION OF THE AGENDA**
3. **FIRST QUESTION PERIOD**
4. **APPROVAL OF MINUTES**
5. **CORRESPONDENCE**
 - 5.1. MELCCFP Prohibition on the Transportation of Animals in Regions at Risk of the Spread of Raccoon Rabies
 - 5.2. OBV Missisquoi Bay – Boat Cleaning
6. **TOWN PLANNING**
 - 6.1. Municipal Building and Environment Officer’s Report
 - 6.2. Tabling of the Minutes of the PAC Meeting of May 12, 2025 and the Special Meeting of May 22, 2025
 - 6.3. PIIA Application for the Modification of the Approved Plans for Application #2504-003 and Application #2506-004 – Addition of Two (2) Accessory Buildings on Lot 5 193 104 of the Cadastre of Quebec Located on Paramount Road
 - 6.4. Application for Minor Exemption Number 2506-005 – Reduction of the Front Setback for the Installation of an Accessory Building on Lot 5 193 104 of the Cadastre of Quebec Located on Paramount Road
 - 6.5. Application for Minor Exemption Number 2506-006 – Secondary Entrance on the Front Yard to Install a Door for an Intergenerational Dwelling Rather than the Side Yard on Lot 5 193 104 of the Cadastre du Québec Located on Paramount Road

7. ADMINISTRATION

- 7.1. Approval of Accounts Paid and Payable
- 7.2. Mayor's Report on the Highlights of the Financial Report and the External Auditor's Report for the Year 2024 of the Municipality of West Bolton
- 7.3. Notice of Motion, By-law Number 471-2025 – On Remuneration Rates Payable during Municipal Elections and Referendums
- 7.4. Adoption of the Resolution for the Local Roads Assistance Program – Maintenance Component – 2025 Financial Assistance Agreement
- 7.5. ADMQ – Munys Licence Renewal
- 7.6. Numérique.ca – Entourage Plan Renewal
- 7.7. Purchase of a New Computer for the Municipal Officer and Reformatting of Other Computers

8. ROADS AND INFRASTRUCTURE

- 8.1. Roads Report

9. ENVIRONMENT

- 9.1. OBV Yamaska – Support for the Green Mountain Wood Turtle Protection Project

10. PUBLIC SECURITY

- 10.1. Adoption of the Implementation Plan of the Draft Fire Safety Risk Coverage Plan

11. HEALTH AND WELL-BEING

12. LEISURE AND CULTURE

- 12.1. Cyclo sportive les 100aB7 – Application for Authorization to Traverse the Territory of the Municipality

13. VARIA

14. SECOND QUESTION PERIOD

15. 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 7:31 p.m.

The mayor made some opening remarks.

2. ADOPTION OF THE AGENDA

RESOLUTION NUMBER: 2025-07-089

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Marie-Blanche Richer

AND RESOLVED UNANIMOUSLY

TO ADOPT the agenda by adding item 7.8. Purchase of a bank of hours – accountant.

ADOPTED

3. FIRST QUESTION PERIOD

Council held a first question period.

4. RESOLUTION NUMBER: 2025-07-0
APPROVAL OF THE MINUTES OF THE REGULAR MEETING
OF JUNE 6, 2025, AND THE SPECIAL MEETING OF JUNE 12, 2025

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

THAT the English and French versions of the minutes of the regular meeting of **June 6, 2025**, and the French version of the special meeting of **June 12, 2025**, be **approved as presented**.

The English version of the special meeting of June 12, 2025, will be adopted at a later meeting.

ADOPTED

5. CORRESPONDENCE

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

5.2. MELCCFP prohibition on transporting certain animals to regions at risk of the spread of raccoon rabies

From June 18 to August 17, 2025, the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs prohibits the transportation of certain live animals (raccoons, striped skunks, foxes, coyotes and hybrids) in municipalities close to areas where raccoon rabies has been detected, particularly in the Eastern Townships and Montérégie. This measure is meant to curb the spread of the virus. Violators are subject to penalties under the Act Respecting the Conservation and Development of Wildlife. The public is invited to report any dead wild animal or any animal exhibiting abnormal behaviour at 1 877 346-6763 or via the online form.

5.3. Missisquoi Bay – Boat Cleaning

Prevention of Aquatic Invasive Alien Species (AIS)

*The Municipality would like to remind citizens that it is essential to wash, inspect and dry all watercraft and nautical equipment **before and after each use** in order to limit the spread of aquatic invasive alien species. Washing Stations are available in the region to facilitate this process.*

6. TOWN PLANNING

6.1 TOWN PLANNING REPORT OF THE MUNICIPAL BUILDING AND ENVIRONMENTAL OFFICER

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

June 2025

Number of permits issued: 14

Value of work: \$306,900.00

Billing for services: \$1,500.00

Violations: 0

Value: \$0

3 site visits

12 permits sent to the RCM

6.2. TOWN PLANNING
TABLING OF THE MINUTES OF THE PAC – REGULAR MEETING OF MAY 12,
2025, AND THE SPECIAL MEETING OF MAY 22, 2025

The Director General tabled the following planning documents:

Minutes of the PAC meetings of May 12, 2025, and May 22, 2025.

6.3. TOWN PLANNING
RESOLUTION NUMBER: 2025-07-090
PIIA APPLICATION FOR THE MODIFICATION OF THE APPROVED PLANS OF
APPLICATION #2504-003 – APPLICATION #2506-004 – ADDITION OF TWO
(2) ACCESSORY BUILDINGS ON LOT 5 193 104 OF THE CADASTRE OF
QUEBEC LOCATED ON PARAMOUNT ROAD

WHEREAS the Planning Advisory Committee (PAC) has analyzed the request to amend the plans approved for application #2506-004;

WHEREAS the purpose of this application is to permit the construction of two accessory buildings, namely a bin shelter on the front setback and a generator shelter on the side setback;

WHEREAS, according to the PAC's analysis, the proposed bin shelter does not meet the objectives of sections 32 and 33 of By-law 359-2019 respecting site planning and architectural integration plans (SPAIP), due to its volumetry, height, and floor area;

WHEREAS the planned concrete slab is considered non-essential and contributes to excessive runoff;

WHEREAS the plans for the generator shelter are incomplete and illegible, thus preventing their evaluation;

IT WAS MOVED BY: Marie-Blanche Richer

SECONDED BY: Loren Allen

AND RESOLVED UNANIMOUSLY

THAT Council rejects amendment request #2506-004 for the two (2) structures, in accordance with the PAC recommendations.

ADOPTED

6.4. TOWN PLANNING
RESOLUTION NUMBER: 2025-07-091
REQUEST FOR MINOR EXEMPTION NUMBER 2506-005 –
REDUCTION OF THE FRONT SETBACK FOR THE CONSTRUCTION OF
AN ACCESSORY BUILDING ON LOT 5 193 104 OF THE CADASTRE OF
QUEBEC LOCATED ON PARAMOUNT ROAD

WHEREAS the Planning Advisory Committee (PAC) has analyzed the request for minor exemption to reduce the front setback to 1.6 m for the installation of an accessory building on lot 5 193 104 on Paramount Road;

WHEREAS section 5.1.6 of the zoning by-law prohibits any construction in the front setback;

WHEREAS the PAC found that:

- the accessory building is small and intended to house recycling bins;
- the configuration of the land and the neighbouring uses make it possible to assess the application favourably without compromising the objectives of the by-law;
- the wooded landscape minimizes the visual impact from the road;

WHEREAS the application complies with the applicable criteria of By-law 359-2019 respecting site planning and architectural integration plans (SPAIP), in particular with respect to landscape integration and volumetric discretion;

IT WAS MOVED BY: Eddy Whitcher

SECONDED BY: Nancy Lanteigne

AND RESOLVED UNANIMOUSLY

THAT Council approves Minor Exemption Request #2506-005 as recommended by the PAC.

ADOPTED

6.5. TOWN PLANNING

RESOLUTION NUMBER: 2025-07-092

**APPLICATION FOR MINOR EXEMPTION NUMBER 2506-006 FOR A
SECONDARY ENTRANCE IN THE FRONT YARD IN ORDER TO INSTALL A
DOOR FOR AN INTERGENERATIONAL DWELLING RATHER THAN ON THE
SIDE FAÇADE ON LOT NUMBER 5 193 104 OF THE CADASTRE OF QUEBEC
LOCATED ON PARAMOUNT ROAD**

Whereas the Planning Advisory Committee (PAC) has analyzed the request for a minor exemption to allow the construction of a secondary front yard entrance, as part of the setting up of an intergenerational dwelling on lot 5 193 104 Paramount Road;

Whereas article 6.1.1.7 (14) of the zoning by-law prohibits the construction of a secondary entrance on the frontage, which must be located on the side or rear of the building;

Whereas the PAC recommends that the application be rejected, considering that another secondary entrance already exists on the property and that there are no functional constraints justifying the construction of a new entrance on the frontage;

Whereas, despite the unfavourable PAC recommendation, Council considers that the addition of a secondary entrance in the front yard is justified in order to respond to safety and accessibility issues related to the intergenerational dwelling;

Whereas Council has verified that the application meets the five criteria outlined in the *Act respecting land use planning and development* (section 145), in particular with respect to:

1. The minor nature of the exemption;
2. The absence of adverse effects on neighbouring properties;
3. Compliance with the objectives of the master plan;
4. Compliance with safety, health and aesthetic standards;
5. Consistency with the municipal regulatory framework;

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Nancy Lanteigne

AND RESOLVED UNANIMOUSLY

THAT Council approves Request for Minor Exemption #2506-006, authorizing a secondary front entrance for the intergenerational dwelling, subject to compliance with applicable standards.

ADOPTED

7. ADMINISTRATION
7.1 ADMINISTRATION
RESOLUTION NUMBER: 2025-07-093
ACCOUNTS PAID AND PAYABLE

The Director General presented the details of the invoices to be paid as well as the list of transfers.

IT WAS MOVED BY: Gilles Asselin
SECONDED BY: Eddy Witcher
AND RESOLVED UNANIMOUSLY

TO APPROVE the list of accounts and transfers as of July 7, 2025, in the amount of \$129,565.85 and salaries in the amount of \$35,191.60 for a total of \$164,757.45.

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

ADOPTED

7.2 ADMINISTRATION
MAYOR'S REPORT ON THE HIGHLIGHTS OF THE MUNICIPALITY OF WEST BOLTON'S 2024 FINANCIAL REPORT AND EXTERNAL AUDITOR'S REPORT

Dear fellow citizens,

I am pleased to present the report on the financial statements of the Municipality of West Bolton.

1. THE 2024 FINANCIAL REPORT

For the year ended December 31, 2024, **total revenues** were **\$2,700,529** compared to our budgeted amount of \$2,647,415.00. **Expenses**, for their part, were in the amount of **\$2,948,742** compared to the budgeted amount of \$2,935,798.00. Nevertheless, the Municipality recorded an **operating surplus for the fiscal year** in the order of **\$188,979**. In addition, the balance of the unallocated accumulated surplus is **\$960,659**. Long-term debt is **\$1,440,638** and the net carrying value of capital assets is **\$5,577,164**.

I would like to highlight the rigorous work of the service heads, managers and accountants, regarding the management of our municipality's budget in 2024.

The following is a summary of financial activities:

Operating Revenue	\$2,700,529
Investment Revenue	\$41,959
Expenses	\$2,948,742
Surplus (deficit) for the year	(\$206,253)

Reconciliation for tax purposes	
Amortization of capital assets	\$548,025
Long-Term Funding of Operations	-\$
Long-term debt repayment	(\$58,474)
Assignments	
- Investments	(\$52,360)
- Accumulated Surplus (Deficit)	<u>-\$</u>
	\$437,191

Operating surplus (deficit) for the fiscal year for tax purposes \$188,979

2. THE EXTERNAL AUDITOR'S REPORT

The financial statements for the year ended December 31, 2024, were audited by Raymond, Chabot, Grant, Thornton, LLP.

These statements present fairly, in all material respects, the financial position of the Municipality of West Bolton as at December 31, 2024, and the results of its operations, changes in its net financial assets (net debt) and cash flows for the year then ended, in accordance with Canadian public sector accounting standards.

This auditor's report confirms the sound management of the Municipality's finances.

The list of contracts totalling more than \$25,000 for the same contractor and ***the 2024 financial report as well as the summary of financial information will be available on the Municipality's website.***

Denis Vaillancourt
Mayor of the Municipality of West Bolton

7.3 ADMINISTRATION

NOTICE OF MOTION OF BY-LAW NUMBER 471-2025 – ON
REMUNERATION RATES PAYABLE DURING MUNICIPAL ELECTIONS AND
REFERENDUMS

Notice of motion was given by Councillor Margarita Lafontaine that at a future Council meeting, By-law number 471-2025 concerning the remuneration rates payable during municipal elections and referendums, will be presented for adoption.

Councillor Margarita Lafontaine tabled draft by-law number 471-2025.

A copy of the draft is appended to these minutes.

In accordance with the law, copies of the draft by-law were made available to the public prior to the start of this meeting.

7.4.ADMINISTRATION
RESOLUTION NUMBER: 2025-07-094
ADOPTION OF THE RESOLUTION FOR THE LOCAL ROAD ASSISTANCE
PROGRAM – MAINTENANCE COMPONENT – 2025 FINANCIAL
ASSISTANCE AGREEMENT

WHEREAS the Municipality of West Bolton has taken note of the terms and conditions governing the application for financial assistance submitted under the 2025 Local Road Assistance Program (PAVL) Maintenance Component and undertakes to comply with them;

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

THAT the mayor and the Director General and Clerk-Treasurer are authorized to sign the 2025 financial assistance agreement with the Ministry of Transportation for the maintenance component of the Local Road Assistance Program (PAVL).

ADOPTED

7.5 ADMINISTRATION
RESOLUTION NUMBER: 2025-07-095
MUNYS LICENCE RENEWAL

WHEREAS the ADMQ has developed a municipal management dashboard, which marks a significant step forward for municipal organizations;

WHEREAS this tool has been designed as a multi-purpose planning and support tool;

WHEREAS Munys simplifies daily administration by providing access to a personalised list of obligations specifically adapted to our organization;

WHEREAS Munys has a section dedicated to contract management and another dedicated to processing access to information requests;

WHEREAS these sections are not limited to providing handy tools, but also incorporate a calculator to help keep track of important dates;

WHEREAS the renewal fee is about \$325.00;

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

THAT Council approves the expenditure of \$325.00 on an annual basis.

THAT the costs will be charged to budget item 02-130-00-527.

ADOPTED

7.6 ADMINISTRATION
RESOLUTION NUMBER: 2025-07-096
NUMÉRIQUE.CA – ENTOURAGE PACKAGE RENEWAL

WHEREAS the Municipality signed a contract with the firm Numérique.ca in 2024 for the creation of a new website for the Municipality;

WHEREAS there have been personnel changes for the development of our website (bilingual);

WHEREAS the Municipality subscribed to an Entourage package - including the website, hosting, domain and newsletters;

WHEREAS the cost established by the contract signed last year was for \$4,065.00, renewable for \$1,950.00 for one year;

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

THAT Council approves the expenditure of \$1,950.00 for the renewal of the 2025 contract and authorizes the payment to be made.

ADOPTED

7.7 ADMINISTRATION
RESOLUTION NUMBER: 2025-07-097
PURCHASE OF A NEW COMPUTER FOR THE INSPECTION
DEPARTMENT, AND REFORMATTING OF CERTAIN COMPUTERS

WHEREAS the municipal officer in charge of town planning requires a high-performance computer that can handle specialized software essential to the performance of his duties;

WHEREAS the equipment currently in place is inadequate and does not allow for optimal use of the required tools;

WHEREAS the cost of acquiring the new computer is \$1,400.00;

WHEREAS the computer currently used in town planning may be reassigned to reception in order to replace obsolete equipment and thus improve the overall performance of internal computer tools;

WHEREAS three (3) existing computers may be adequately reused following complete reformatting at a cost of \$255.00 each, which makes it possible to optimize the use of existing resources rather than replace them;

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

THAT Council authorizes the purchase of a new computer for the Town Planning department as well as the reformatting of three (3) existing computers, in order to optimize the performance of internal computer equipment;

THAT the total expenditure, including the purchase of the new computer and reformatting work, be allocated to budget items 02-130-00-527 and 23-020-00-726.

ADOPTED

7.8. ADMINISTRATION

RESOLUTION NUMBER: 2025-07-098

PURCHASE OF A BANK OF HOURS – ACCOUNTANT

WHEREAS the Municipality uses the services of an accountant to perform accounting tasks;

WHEREAS accounting support services are essential to proper administrative operations in the Municipality;

WHEREAS the 2025 budget provides for the sums necessary for this purpose;

WHEREAS Mr. Lemelin works for the Municipality one day a week to ensure the smooth accounting and thus provide the members of council with monthly, quarterly and annual reports, and works with management during the development of the budget;

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

THAT Council authorizes the purchase of a second bank of 175 accounting hours, and that this expenditure be charged to the budget item envisaged for this purpose.

ADOPTED

8. ROADS AND INFRASTRUCTURE

8.1. ROADS REPORT

- The installation of new speed limits throughout the territory is almost complete.
- A first application of dust suppressants has been carried out; a second application is planned for later in the summer.
- The cleaning of ditches has been carried out at various locations in the territory.
- Work has begun on the culvert replacement on Glen Road.

9. ENVIRONMENT

9.1. ENVIRONMENT

RESOLUTION NUMBER: 2025-07-099

OBV YAMASKA – SUPPORT FOR THE GREEN MOUNTAIN WOOD TURTLE PROTECTION PROJECT

WHEREAS OBV Yamaska is coordinating an awareness project aimed at protecting the wood turtle in the Green Mountains sector;

WHEREAS the Municipality of West Bolton wishes to contribute to the dissemination of information related to this project, to the extent of its available resources;

WHEREAS this contribution will consist of relaying information received during the training of May 22, 2025, through its usual channels (website, social media, leaflets, etc.);

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

THAT the Municipality of West Bolton confirms its support for the wood turtle protection project coordinated by OBV Yamaska and is committed to disseminating information to the local population, based on its means.

ADOPTED

10. PUBLIC SECURITY
RESOLUTION NUMBER: 2025-07-100
10.1 ADOPTION OF THE IMPLEMENTATION PLAN FOR THE DRAFT FIRE SAFETY RISK COVERAGE PLAN

WHEREAS under section 8 of the *Fire Safety Act*, regional county municipalities must, in consultation with local municipalities, establish a risk coverage plan for their entire territory;

WHEREAS section 29 of the *Fire Safety Act* requires the regional authority to revise its plan;

WHEREAS the guidelines in force from the Ministry of Public Security regarding fire safety define the framework for the development of the plan and the objectives to be achieved;

WHEREAS fire safety activities and measures must meet the objectives of the Minister of Public Security with respect to fire safety;

WHEREAS, pursuant to section 16 of the *Fire Safety Act*, every municipality concerned and the regional authority determine the specific actions they must carry out and the conditions for their implementation;

WHEREAS these actions and their implementation conditions are translated into a plan which must be adopted by each authority responsible for them;

WHEREAS the implementation plan of the Municipality of West Bolton will be integrated into the draft revised plan of the Brome-Missisquoi RCM;

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

THAT the Council of the Municipality of West Bolton adopts the implementation plan for the revised fire safety risk coverage plan for the Brome-Missisquoi RCM.

That a copy of this resolution be sent to the Brome-Missisquoi RCM.

ADOPTED

11. HEALTH AND WELL-BEING

Nothing to discuss.

12. LEISURE AND CULTURE

RESOLUTION NUMBER: 2025-07-101

**12.1. CYCLOSPORTIVE LES 100 AB7 – APPLICATION FOR AUTHORIZATION
TO TRAVERSE THE TERRITORY OF THE MUNICIPALITY**

WHEREAS the organizer of the Cycloportive Les 100aB7 has requested permission to traverse the municipal territory on September 20 and 21, 2025;

WHEREAS this event, now in its 13th edition, provides for the participation of more than 1,500 cyclists and calls on a specialized organization to ensure the safety of participants and residents;

IT WAS MOVED BY: Nancy Lanteigne

SECONDED BY: Gilles Asselin

THE MAYOR EXERCISED HIS RIGHT TO VOTE

For: Marie-Blanche Richer, Denis Vaillancourt, Gilles Asselin and Nancy Lanteigne

Against: Margarita Lafontaine, Loren Allen and Eddy Whitcher

AND RESOLVED BY MAJORITY

THAT the Municipality authorizes the passage of the Cycloportive Les 100aB7 on its territory on September 20 and 21, 2025;

THAT the Municipality undertakes to inform the municipal population of the holding of this event.

ADOPTED

12. LEISURE AND CULTURE

Nothing to discuss.

13. VARIA

Nothing to discuss.

14. SECOND QUESTION PERIOD

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

Council answered all questions posed by citizens.

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

15. ADJOURNMENT
RESOLUTION NUMBER: 2025-07-102
ADJOURNMENT

The agenda having been exhausted;

IT WAS MOVED BY: Margarita Lafontaine

SECONDED BY: Loren Allen

AND UNANIMOUSLY RESOLVED

TO ADJOURN the meeting at 9:49 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.