

Municipality of Waltham

This public sitting of the Council is recorded.

Minutes of a regular meeting held at the usual place and time on November 10th 2025, under the chairmanship of Mayor Jordan Evans with the presence of the following councillors # 1 Mrs. Chantal Fortin, #2 Mr. Francis Turner, #3 Mrs. Holli Lair #4 Mr. Brendan Adam, #5 Mr. Elwood Allard and # 6 Mr. Tyler Rochon

Mrs. Annik Plante Director General is also present.

Opening of the meeting

Mayor Evans called the meeting to order at 7:00 pm.

Statement by the mayor (Decorum)

01-10-11-25 ADOPTION OF THE AGENDA

Moved by councillor Brendan and seconded by councillor Rochon to adopt the agenda as presented.

Adopted

Mayor’s Preliminary Statement (Before Item on Correction)

The Mayor made the following statement for the record:

“Before we move to the adoption of the correction to Resolution 08-01-10-25, I want to note for transparency that I was one of the individuals who signed the petition in question in a personal capacity, before being elected mayor.
This correction is a matter of administrative housekeeping only — its purpose is to ensure the official record accurately reflects what occurred at the October 1 meeting.
It does not involve any personal or financial benefit to anyone, and it falls within my duty as mayor to maintain the accuracy of municipal records.”

02-10-11-25 — ADOPTION OF CORRECTED WORDING OF RESOLUTION 08-01-10-25

WHEREAS the Director General informed Council that the Ministère des Affaires municipales et de l’Habitation (MAMH) requires a resolution to accompany any petition submitted by a municipality;

WHEREAS members of Council reviewed the petition, which had been signed by two councillors and a former councillor concerning Waltham’s representation in the MRC Pontiac Fire Safety Plan;

WHEREAS several councillors had not seen the petition prior to this meeting and, upon review and discussion, Councillor Rochon expressed agreement with its content and moved that Council formally endorse it;

WHEREAS the petition in question was not produced on municipal letterhead, not transmitted by the municipal office, and was signed in personal capacities by the participants, with no intent to represent the Municipality or the Council as a whole;

IT IS MOVED BY Councillor Rochon and SECONDED BY Councillor Allard AND RESOLVED THAT:

THAT the Municipality of Waltham recognize the petition and transmit it to the MRC Pontiac for consideration.

Vote (eligible councillors only):

- Councillor Allard — **For**
- Councillor Rochon — **For**
- Councillor Adam — **For**

Adopted unanimously by the eligible members.

A note from the Director General indicates that she does not share the same understanding of the outcome of that discussion and does not agree with this resolution.

03-10-11-25 — IMPLEMENTATION OF THE CORRECTION TO RESOLUTION 08-01-10-25

WHEREAS the minutes of the regular meeting of October 1, 2025 include Resolution 08-01-10-25 entitled “Clarification regarding petition submitted to the MRC Pontiac”;

WHEREAS Council has reviewed that resolution and determined that its wording did not accurately reflect the discussion and motion adopted at that meeting;

WHEREAS the corrected wording, as adopted by Resolution 02-10-11-25 and attached hereto, more faithfully represents Council’s deliberations and intent;

IT IS MOVED BY Councillor Adam and SECONDED BY Councillor Rochon AND RESOLVED THAT:

1. Council adopts the replacement wording of Resolution 08-01-10-25 as attached;
2. The Director General be authorized to **append** the corrected version of Resolution 08-01-10-25 to the official minutes of October 1, 2025, **together with her administrative note** indicating that she does not share the same interpretation of the discussion;
3. The Director General be mandated to transmit a copy of this correction and the revised wording of Resolution 08-01-10-25 to any organization or authority that received the previous version, including the MRC Pontiac, to ensure consistency of the official record.

Adopted.

04-10-11-25 — ADOPTION OF THE MINUTES OF OCTOBER 1, 2025 (AS CORRECTED)

WHEREAS only the councillors who were in office on October 1, 2025 are eligible to vote on the adoption of the minutes of that meeting;

IT IS MOVED BY Councillor Allard and SECONDED BY Councillor Adam AND RESOLVED THAT:

1. The minutes of the October 1, 2025 meeting be adopted **as corrected by Resolution 02-10-11-25 and implemented by Resolution 03-10-11-25.**

Vote (eligible councillors only):

- Councillor Allard — **For**
- Councillor Rochon — **For**
- Councillor Adam — **For**

Adopted unanimously by the eligible members.

VISITORS: 11 visitors are present and a question period is organized. 2

- Mr. Leonard Godin expressed his disagreement with Council’s correction to Resolution 08-01-10-25. Mr. Godin stated that he believed the petition was fraudulent. The Mayor clarified that the petition had been signed in personal capacities, with no intent to misrepresent, and that Council had reviewed and endorsed it at the October 1 meeting. The Mayor noted that she had brought forward the correction for Council consideration, and Council adopted it.
- Peter Smith asked Council if anyone had heard about a project concerning a suspension bridge in Waltham. It was noted that no one on Council was aware of such a project.

COMMITTEES REPORT

No reports were presented, as committees have not yet been established with the newly elected Council. Committees will be established during this meeting.

MAYOR'S REPORT:

As this is the first meeting, the mayor's report will focus on upcoming priorities:

- Fire services review and regionalization discussions;
- Contract and governance review for clarity and accountability;
- Transparency and communication improvements, including a municipal Facebook page;
- Committee appointments so that every councillor contributes based on their interests.

05-10-11-25 APPOINTMENT OF PRO-MAYOR

WHEREAS the Mayor of the Municipality of Waltham may, from time to time, be unable to perform the duties of office due to absence, illness, recusal for conflict of interest, or other reasons;

WHEREAS it is necessary to ensure continuity of municipal governance and the proper functioning of Council meetings and decision-making during such periods;

WHEREAS Council wishes to designate a Councillor to act as Pro-Mayor in accordance with the Municipal Code of Québec and applicable by-laws;

IT IS MOVED BY Councillor Rochon **AND SECONDED BY** Councillor Adams

AND RESOLVED THAT:

1. **Councillor Allard** is hereby appointed as Pro-Mayor of the Municipality of Waltham and shall act in the Mayor's place whenever the Mayor is unable to perform the duties of office;

Adopted

For the record, the mayor would like to declare that she volunteers as treasurer of the Complexe Sportif du Haut Pontiac, a local non-profit organization. This is an unpaid role. she will abstain from any discussion or vote that directly concerns municipal funding or agreements with that organization.

06-10-11-25 ESTABLISHMENT OF STANDING COMMITTEES AND DESIGNATION OF MEMBERS

WHEREAS Council wishes to strengthen its governance structure by establishing standing committees to support review, analysis, and recommendations to Council; 3

WHEREAS Council intends that each standing committee shall prepare a draft mandate outlining its scope, purpose, and operating procedures, for future review and approval by Council;

WHEREAS Council wishes at this stage only to designate the members of each standing committee and the external bodies requiring municipal representation;

IT IS MOVED BY Councillor Rochon **and SECONDED BY** Councillor Turner

IT IS RESOLVED

THAT Council hereby establishes the following standing committees and designates the members listed in the table below;

IT IS FURTHER RESOLVED THAT each committee shall prepare and submit a proposed mandate for Council review and approval at a subsequent meeting;

IT IS FINALLY RESOLVED THAT the Director General may attend committee meetings for administrative support as required, without being designated a member.

Standing Committee and Members	
Finance, Administration and HR	Councillors: Holli Lair, Chantal Fortin, Mayor Jordan Evans
Public Works & Infrastructure	Councillors: Elwood Allard, Brendan Adam, Tyler Rochon, Francis Turner, Mayor Jordan Evans
Fire Service	Councillors: Tyler Rochon, Elwood Allard, Brendan Adam, Holli Lair, Mayor Jordan Evans
Recreation & Arena	Councillors: Tyler Rochon, Holli Lair, Chantal Fortin, Mayor Jordan Evans
Planning & Environment	All Council Members
EXTERNAL REPRESENTATION	
MRC Pontiac council of Mayors	Mayor Jordan Evans
Arena	Councillor Tyler Rochon
Inter-Municipal	Councillors: Holli Lair, Brendan Adam, Tyler Rochon and Mayor Jordan Evans
Résidence Meilleur	Mayor Jordan Evans and Councillor Brendan Adams

Adopted

07-10-11-25 APPLICATION FOR CANADA SUMMER JOBS WAGE SUBSIDY

WHEREAS the Municipality of Waltham wishes to provide summer employment opportunities for students;

WHEREAS the Canada Summer Jobs (CSJ) program provides a wage subsidy to employers for eligible student positions;

WHEREAS Council intends to apply for two (2) student positions under the CSJ program for summer 2026;

IT IS MOVED BY Councillor Adam AND SECONDED BY Councillor Turner AND RESOLVED THAT:

1. The Municipality of Waltham apply to the Canada Summer Jobs program for funding for two (2) student positions for summer 2026;
2. The two CSJ positions be assigned to different municipal departments to broaden student experience and support municipal operations;
3. The Director General be authorized to prepare and submit the CSJ application, provide any required supporting documentation, and sign all documents necessary to complete the application process.

Adopted

08-10-11-25 SIGNING AUTHORITY FOR MUNICIPAL CHEQUES AND DOCUMENTS

WHEREAS the Municipality of Waltham must ensure proper execution of financial instruments, cheques, and other banking or legal documents in accordance with municipal policies and procedures;

WHEREAS it is necessary to authorize specific officials to sign such documents to ensure continuity of operations, even in the absence of the Mayor or Director General;

Proposed by: Councillor Adam
Seconded by: Councillor Lair

BE IT RESOLVED that the Municipal Council of Waltham hereby authorizes the following individuals to sign cheques and other banking, judicial, or municipal documents as required:

- **Mrs. Annik Plante**, Director General
- **Mrs. Jordan Evans**, Mayor and/or
- **Mr. Elwood Allard**, Deputy Mayor (in the absence of the Mayor) and/or
- **Mrs. Brigitte Lafrenière**, Administrative Officer

BE IT FURTHER RESOLVED THAT:

- In the absence of the Director General, the Administrative Assistant may sign cheques as authorized.
- In the absence of the Mayor, the Deputy Mayor may sign cheques. The mayor will notify the Director General and Council of her absence whenever the Deputy Mayor is required to sign.

RATIONALE: This resolution ensures proper financial oversight, maintains continuity in municipal operations, and allows for timely processing of payments and execution of legal or banking documents.

Adopted

For accuracy of the record:

Council's intention during the November 10 meeting was that **all municipal cheques require the signature of one elected official (Mayor or Pro-Mayor) and one administrator (DG or Administrative Officer)**, and that **two administrators may not co-sign cheques**.

A follow-up resolution will be presented at the December meeting to formally align signing authorities with Council's intention.

09-10-11-25 – CREATION OF AN OFFICIAL MUNICIPAL FACEBOOK PAGE

WHEREAS the Municipality of Waltham wishes to improve communication with residents through social media;

IT IS MOVED BY Councillor Adam **AND SECONDED BY** Councillor Rochon **THAT:**

1. An official municipal Facebook page be created for municipal information and updates;
2. The Director General be mandated to create, manage, and maintain the page;
3. Content posted be accurate, professional, and limited to municipal matters.

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Adopted

10-10-11-25 – FIRE CHIEF RECRUITMENT STATUS

WHEREAS the Municipality of Waltham undertook a recruitment process for the position of Fire Chief;

WHEREAS during the meeting, the Director General provided an update indicating that one application had been received;

WHEREAS Council discussed the need to broaden the reach of the posting and re-advertise the position through cost-effective local media;

IT IS MOVED BY Councillor Adam **AND SECONDED BY** Councillor Lair **THAT:**

1. **The Director General provide Council with an update on applications received to date and the next steps in the recruitment process;**
2. **The Fire Chief position be re-posted using the most cost-effective method available, such as CHIP Radio or the Pontiac Journal, depending on which option is more economical;**
3. **Council will review the results of the re-posted recruitment at a subsequent meeting and determine next steps.**

Adopted

11-10-11-25 — SUMMARY OF ACTIVE MUNICIPAL CONTRACTS

WHEREAS Council requested an overview of all active municipal contracts to support planning for the 2026 fiscal year;

IT IS MOVED BY Councillor Fortin **AND SECONDED BY** Councillor Rochon

THAT:

1. **The Director General be directed to prepare a summary of all active municipal contracts, including leases, service agreements, and upcoming renewals;**
2. **The summary be presented to Council at the December meeting for review;**
3. **Any portions containing confidential, personal, contractual, or financially sensitive information be reviewed *in camera*, in accordance with the Code municipal du Québec.**

Adopted

12-10-11-25 REVIEW OF CURRENT MUNICIPAL CONTRACTS

Council acknowledged the importance of familiarizing elected members with municipal contracts. Certain contracts are confidential and will be reviewed *in camera* for information only. This review is not a performance evaluation and does not authorize any modifications. No copies will be distributed; the Director General will present the original documents.

13-10-11-25 – FIRE SERVICE REVIEW: CAPACITY, COVERAGE, AND RESPONSE MAPPING

IT IS MOVED by Councillor Rochon, **AND SECONDED BY** Councillor Adam, and resolved that:

1. A review of local fire service capacity, coverage, and response mapping be initiated;
2. The Fire Chief prepare a work plan for presentation in December 2025;
3. The DG will schedule a meeting with Council and the Fire Department be held on November 19, 2025, at 7:00 p.m.

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Adopted

14-10-11-25 – FIRE SERVICE REGIONALIZATION MEETING

IT IS MOVED BY Councillor Adam, **AND SECONDED BY** Councillor Allard, and resolved that:

1. Council request a meeting with Julien Gagnon from the MRC Pontiac to discuss fire service regionalization;
2. The Fire Department be invited to attend;
3. The meeting provides an opportunity for newly elected Council members to understand the regional fire service and ask questions.

Adopted

15-10-11-25 – PURCHASE OF FOUR NEW TIRES FOR MUNICIPAL TRAILER

WHEREAS the municipal trailer requires new tires to ensure safe and reliable operation;

WHEREAS quotes have been received from Mécanique Wood-Works Inc. at a cost of \$175 per tire;

IT IS MOVED BY Councillor Allard and **SECONDED BY** Councillor Adam **AND RESOLVED THAT:**

1. The Municipality of Waltham authorize the purchase of four (4) new tires for the municipal trailer from Mécanique Wood-Works Inc.;
2. The total expenditure shall be \$175 per tire × 4 tires = \$700 + tax;
3. The Director General is authorized to complete the purchase and ensure installation of the tires.

Adopted

16-10-11-25 – PURCHASE OF A BRUSH SAW

WHEREAS the Municipality of Waltham requires a brush saw to maintain municipal grounds, trails, and other properties;

WHEREAS a suitable brush saw has been identified from Earl Lepine at a cost of \$549 plus applicable taxes;

IT IS MOVED BY Councillor Rochon and **SECONDED BY** Councillor Adam **AND RESOLVED THAT:**

1. The Municipality of Waltham authorize the purchase of a brush saw from Earl Lepine;
2. The total expenditure shall be \$549 plus applicable taxes;
3. The Director General is authorized to complete the purchase and ensure delivery of the brush saw.

Adopted

17-10-11-25 –DRAFT POLICY FOR POSTING OF AGENDAS AND MINUTES

WHEREAS Council recognizes the importance of transparency and timely communication with residents;

WHEREAS the posting of agendas and minutes helps ensure that Council and the public have sufficient time to review meeting materials;

IT IS MOVED BY Councillor Adam and **SECONDED BY** Councillor Rochon **AND RESOLVED THAT:**

1. The Director General is directed to prepare a draft policy regarding the posting of Council agendas and minutes;
2. The draft policy shall be presented to Council at the January 2026 meeting for review and approval;
3. The Director General shall ensure that the draft policy reflects best practices for transparency and accessibility while complying with applicable legislation.

Adopted

18-10-11-25 –DRAFT SOCIAL MEDIA POLICY FOR MAYOR AND COUNCIL

WHEREAS the Municipality of Waltham recognizes the importance of responsible and professional use of social media by elected officials;

WHEREAS a clear social media policy will help ensure consistent communication and maintain public trust;

IT IS MOVED BY Councillor Adam and **SECONDED BY** Councillor Rochon **AND RESOLVED THAT:**

1. The Director General is directed to draft a social media Policy for the Mayor and Council;
2. The draft policy shall be presented to Council for review by February 2026;
3. The Director General shall ensure that the draft policy addresses appropriate use, content standards, and compliance with municipal regulations.

Adopted

19-10-11-25 –QUARTERLY BUDGET TO ACTUAL REPORTING

WHEREAS Council recognizes the importance of monitoring the Municipality’s financial performance throughout the year;

WHEREAS regular reporting comparing the approved budget to actual expenditures allows for informed decision-making and financial accountability;

IT IS MOVED BY Councillor Lair and **SECONDED BY** Councillor Allard **AND RESOLVED THAT:**

1. The Director General is directed to establish a quarterly “Budget to Actual” reporting system for the Municipality, starting in Q1 2026;
2. The Director General shall ensure that all reports are comprehensive, accurate, and presented to Council.

Adopted

20-10-11-25 RESCISSION OF RESOLUTION 04-08-07-25 AND REQUEST FOR EXEMPTION FROM MRC PONTIAC JURISDICTION OVER RENEWABLE ENERGY

WHEREAS in May 2025, the MRC de Pontiac adopted a resolution announcing its intention to declare jurisdiction over renewable energy production under section 111 of the *Act respecting municipal powers (C-47.1)* and sections 678.0.1 et seq. of the *Code municipal du Québec (C-27.1)*;

WHEREAS a formal notice of this intention was transmitted to all local municipalities—including Waltham—granting a 60-day period to adopt a resolution either accepting or refusing the MRC’s assumption of jurisdiction;

WHEREAS on July 8, 2025, the Municipality of Waltham adopted Resolution 04-08-07-25, moved by Councillor Marion and seconded by Councillor Landry, stating that "the Municipality of Waltham accepts the declaration of jurisdiction from the MRC Pontiac concerning renewable energy";

WHEREAS it was later discovered that the MRC’s declaration applies to all forms of renewable energy (including solar, hydro, wind, and biomass), whereas Council had been informed that it applied only to solar projects associated with Hydro-Québec’s 2025 call for tenders;

WHEREAS Council acted in good faith on the basis of incomplete or inaccurate information, without full disclosure of the MRC’s broader intent or the implications of transferring jurisdiction over all renewable energy projects;

WHEREAS the Municipality of Waltham receives annual revenues from a private hydro-electric operator under sections 222–223 of the *Loi sur la fiscalité municipale* (CQLR c. F-2.1);

WHEREAS these revenues are exclusive municipal taxation powers that, by law, must be paid directly to the local municipality;

WHEREAS section 678.0.3 of the *Code municipal du Québec* specifies that when an MRC assumes jurisdiction, it acquires all related powers except the power to impose taxes, which remains strictly municipal;

IT IS MOVED BY Councillor Allard and **SECONDED BY** Councillor Adam **AND RESOLVED THAT:**

1. the Municipality of Waltham rescind Resolution 04-08-07-25, adopted July 8, 2025, on the grounds that it was approved based on incomplete and misleading information regarding the scope of the MRC's intention;
2. the Municipality of Waltham formally request that the MRC de Pontiac exclude or exempt the territory of Waltham from its declared jurisdiction over renewable energy production;
3. the Municipality request written confirmation from the MRC de Pontiac that all revenues collected under sections 222–223 of the *Loi sur la fiscalité municipale* shall remain fully and exclusively payable to the Municipality of Waltham;
4. a certified copy of this resolution be transmitted to:
 - The Warden of the MRC de Pontiac;
 - The Ministère des Affaires municipales et de l'Habitation (MAMH);
 - The Fédération québécoise des municipalités (FQM).

Adopted

Declaration of Conflict of Interest

IT IS NOTED THAT Councillor Lair, due to a work-related conflict of interest, removed herself from all discussions and abstained from voting on this item.

MUTATION: There are no property mutations to report for this month.

FIRE REPORT: There was no fire report presented for this meeting.

The Director General informed Council of the following communications regarding mandatory training and orientation for elected officials:

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• **Ethics and professional conduct**

- Municipal operations and the role of elected officials
- Training dates: January 16–17, 2026, at the Waltham Town Hall (joint session with - Sheenboro, Chichester, and Chapeau)

• **Budget 2026 – Timeline**

- The Director General advised Council that, as 2025 is an election year, the Municipality has until the **end of January 2026** to adopt the 2026 budget.

Councillor Rochon expressed thanks to the former mayor for her service.

The matters listed under the VARIA section of the agenda were included in the agenda circulated prior to the meeting and were therefore predetermined items, not spontaneous matters brought forward during the meeting. These items should not appear under VARIA.

VARIA

21-10-11-25 MUNICIPAL TOUR OF PROPERTIES

WHEREAS the Mayor raised the idea of organizing a tour of municipal properties to help familiarize Council members and staff with municipal facilities and operations;

WHEREAS Council discussed the importance of such a tour for informed decision-making;

IT IS MOVED BY Councillor Lair **AND SECONDED BY** Councillor Rochon **AND RESOLVED THAT:**

1. **The Municipality of Waltham organize a tour of municipal properties** for Council members and municipal staff;
2. **Council will determine the date and time of the tour at a future meeting.**

Adopted.

22-10-11-25 PLANNING SESSION TO ESTABLISH 2026 PRIORITIES

WHEREAS Council recognizes the importance of strategic planning to establish priorities for the 2026 budget;

IT IS MOVED BY Councillor Adam and **SECONDED BY** Councillor Rochon **AND RESOLVED THAT:**

1. A planning session be scheduled to establish Council's priorities for the 2026 municipal budget;
2. The session shall be held in December;

Adopted

23-10-11-25 REMEMBRANCE DAY WREATH – RATIFICATION OF EXPENDITURE AND CEREMONIAL PARTICIPATION

WHEREAS past mayors of the Municipality of Waltham has an established tradition of laying a wreath at the Waltham Cenotaph on November 11 to honour veterans and those who served;

WHEREAS the Municipality of Waltham wishes to **continue this practice** in the spirit of honouring veterans and those who served;

WHEREAS time-sensitive circumstances required the Director General to purchase and pick up the wreath prior to the November 10 meeting;

IT IS MOVED BY Councillor Rochon and **SECONDED BY** Councillor Lair **AND RESOLVED THAT:**

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1. Council ratifies the purchase and pickup of the Remembrance Day wreath from the Campbell Bay Legion at a cost of \$40 plus applicable taxes;
2. Council reaffirms the Municipality's participation in the annual laying of the wreath at the Waltham Cenotaph on November 11 at 11:00 a.m., and confirms its intention to **continue the practice initiated by previous mayors;**
3. Council extends the invitation to all councillors and residents to take part in the wreath-laying ceremony as a community act of remembrance.

Adopted

24-10-11-25 REQUEST FOR ACCESS TO THE ODRSI SECTION IN IGO2(Mapping tool)

Moved by Councillor Adam, and seconded by Councillor Allard.

And resolved

THAT the Director General is mandated to obtain an access code for the ODRSI section in IGO2.

Adopted

25-10-11-25 PAYMENT OF THE BILLS

Moved by councillor Adam and seconded by councillor Allard to pay the bills of the month in the amount of \$ 59 293.28

Adopted

Certificate of availability

I, Annik Plante, Director General of the Municipality of Waltham, certify that there are funds available for the expenses approved above. Given at Waltham, on the 10th day of November 2025.

Annik Plante
Director General/Secretary Treasurer

26-10-11-25 CLOSED

Moved by councillor Rochon and seconded by councillor Turner to close the meeting at 9: 05 P.M.

Adopted

Mayor Jordan Evans

Director General/Secretary Treasure Mrs. Annik Plante
