

Municipality of Waltham

This public sitting of the Council is recorded.

Minutes of a regular meeting held at the usual place and time on January 28th 2026, under the chairmanship of Pro Mayor Elwood Allard with the presence of the following councillors # 1 Mrs. Chantal Fortin, #2 Mr. Francis Turner, #3 Mrs. Holli Lair #4 Mr. Brendan Adam and # 6 Mr. Tyler Rochon
ABSENT: Mayor Jordan Evans

Mrs. Annik Plante Director General is also present.

Opening of the meeting

Pro Mayor Allard called the meeting to order at 7:00 P.M.

Statement by the mayor (Decorum)

The statement by the Mayor regarding decorum was not delivered, as Mayor Evans was unable to preside over the meeting.

01-28-01-26 ADOPTION OF THE AGENDA

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

ADOPTED

02-28-01-26 — ACCEPTANCE OF LAST MONTH'S MINUTES

Councillor Lair noted for the record that, in the email sent by Mayor Evans on December 9 calling the special meeting of December 11, Mayor Evans indicated that the matter was urgent. Councillor Lair further noted that, during the meeting, she asked Mayor Evans why it was urgent, and Mayor Evans publicly stated that the matter was not urgent. Councillor Lair requested that this clarification be reflected in the record, confirming that in the December 9 email request for the meeting, Mayor Evans had indeed stated that it was urgent.

Moved by councillor Fortin and seconded by councillor Rochon that the minutes of the last two months be accepted as presented, including:

- November 10, 2025
- December 2, 2025
- Two special meetings held on December 11, 2025

ADOPTED

VISITORS: 12 visitors are present and a question period is organized.

- A question was asked whether Council would be open to having work sessions open to the public. It was noted that this subject is on the agenda for the meeting. Council agreed to hold a second question period towards the end of the meeting.

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COMMITTEES REPORT

- **Roads:** No complaints were received; everything appears to be in good condition.
- **Transfer Site:** The electronic waste section needs to be emptied. The Director General noted that arrangements will be made for pickup.
- **Arena:** Tyler mentioned that the AGA is on February 10. He also noted that minor maintenance upgrades are being made to the arena. Tyler further reported that two tournaments will be held on the weekends of February 20 and February 27, and volunteers are being sought for those events.

MAYOR’S REPORT:

The mayor’s report was not delivered, as Mayor Evans was unable to preside over the meeting.

BUSINESS ARISING FROM MINUTES

Email Subscription Service: Last month, Councillor Lair suggested that Council consider implementing an email subscription service to allow residents to receive municipal information. The Director General stated she would contact Jon Stewart to determine whether this functionality can be integrated into the new municipal website. Councillor Lair requested a follow-up to confirm whether Jon Stewart had been contacted, and the Director General mentioned that she is still awaiting a response.

03-28-01-26 – ADOPTION OF THE DIRECTIVE ON THE USE OF A LANGUAGE OTHER THAN THE OFFICIAL LANGUAGE BY THE MUNICIPALITY OF WALTHAM

- WHEREAS** the Act respecting the official and common language of Québec, French, sanctioned on June 1, 2022, establishes a duty of exemplarity for the State in order to highlight the importance of the role of the Québec Administration in ensuring the vitality of the French language;
- WHEREAS** in order to support the Administration in meeting this new duty, the Act required the adoption of a linguistic policy for the State, which was adopted on February 22, 2023;
- WHEREAS** the State Linguistic Policy applies to ministries, government bodies, municipal bodies, and parliamentary institutions as defined in Appendix I of the Charter of the French Language (chapter C-11);
- WHEREAS** to comply with the requirements of the State Linguistic Policy, the Municipality of Waltham must adopt a directive specifying the types of situations in which the use of a language other than French may be permitted;

**THEREFORE;
IT IS MOVED BY COUNCILLOR ADAM AND SECONDED
BY COUNCILLOR TURNER.**

AND RESOLVED UNANIMOUSLY

THAT the Municipality of Waltham adopt the Directive on the Use of a Language Other Than the Official Language.

ADOPTED

04-28-01-26 FINANCIAL SUPPORT FOR FIREFIGHTER 1 CERTIFICATION

- WHEREAS** the By-law respecting the conditions to practice within a municipal fire safety service provides for the training requirements for firefighters of fire safety services in order to ensure a minimum professional qualification;
- WHEREAS** this by-law is part of a desire to guarantee municipalities the training of firefighting teams with the necessary skills and abilities to respond effectively in emergency situations;
- WHEREAS** in December 2014, the Government of Quebec established the Financial Assistance Program for the training of volunteer or part-time firefighters and that it has been renewed in 2019;
- WHEREAS** the main objective of this Program is to provide municipal organizations with financial assistance to enable them to have a sufficient number of qualified firefighters to act effectively and safely in emergency situations;

WHEREAS this program is also intended to promote the acquisition of the skills and abilities required by volunteer or part-time firefighters who work in municipal fire safety services;

WHEREAS the Municipality of Waltham wishes to benefit from the financial assistance offered by this program;

WHEREAS the municipality of Waltham. plans to train 6 firefighters for the Firefighter I program during the next year in order to respond efficiently and safely to emergency situations on its territory;

WHEREAS the municipality must transmit its request to the Ministère de la Sécurité Publique through the MRC Pontiac in accordance with article 6 of the Program;

**THEREFORE;
IT IS MOVED BY COUNCILLOR ADAM AND SECONDED
BY COUNCILLOR LAIR
AND RESOLVED UNANIMOUSLY**

THAT the municipality of Waltham will present a request for financial assistance for the training of these firefighters within the framework of the Financial Assistance Program for the training of volunteer or part-time firefighters to the Ministry of Public Security and to transmit this request to the MRC.

ADOPTED

05-28-01-26 SPECIAL PROJECTS FOR IMPROVEMENTS BY ELECTORAL DISTRICT (PPA-CE) FILE: JDR97922-84070(7)-20250422-020

WHEREAS the Municipality of Waltham has taken note of the application terms for the Special Projects for Improvements (PPA) component of the Local Road Assistance Program (PAVL) and commits to adhering to them;

WHEREAS the road network for which financial assistance was granted falls under municipal jurisdiction and is eligible for the PAVL;

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

WHEREAS the work performed or the related expenses are eligible for the PAVL;

WHEREAS the V-0321 reporting form has been duly completed;

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WHEREAS the reporting submission for the projects was completed at the end of the work or by December 31, 2025, at the latest, in the calendar year during which the Minister authorized the work;

WHEREAS the payment is conditional upon the Minister's acceptance of the report related to the project;

WHEREAS if the report is deemed compliant, the Minister will issue payment to the municipalities based on the list of approved work, not exceeding the maximum amount of aid as stated in the announcement letter;

WHEREAS other funding sources for the work have been declared;

IT IS PROPOSED BY Councillor Fortin and SECONDED BY Councillor Adam AND unanimously RESOLVED,

THAT the Council of the Municipality of Waltham approves expenditures in the amount of \$31,362.39 related to the improvement work to be carried out and the eligible related expenses mentioned in form V-0321, in accordance with the requirements of the Quebec Ministry of Transportation, and acknowledges that failure to comply with these requirements will result in the termination of financial assistance.

ADOPTED

06-28-01-26 APPOINTMENT OF NEW FIRE CHIEF

Discussion was held, and the item was deferred to a future meeting. A committee consisting of Councillor Adam, Councillor Turner, and the Director General will meet with the applicant Friday January 30th at 10 A.M. for further discussion, after which recommendations will be submitted to Council.

07-28-01-26 INTERIM COVERAGE – TRANSFER SITE ATTENDANT POSITION

Moved by Councillor Adam, and Seconded by Councillor Fortin, AND unanimously RESOLVED,

THAT the Council of the Municipality of Waltham approves that the seasonal employee, temporarily assume the duties of the Transfer Site Attendant following the resignation of the employee, effective **January 11th**.

AND IT IS FURTHER RESOLVED

THAT The Municipality will **defer posting the Transfer Site Attendant position permanently** until further notice, while the seasonal employee continues in this interim capacity.

ADOPTED

08-28-01-26 NOTICE OF MOTION

A notice of motion is hereby given by **Councillor Rochon** that By-law 2026-07, entitled "*By-law to determine the property tax rate and rates for the 2026 fiscal year and the conditions of their collection,*" will be presented for adoption at the next public meeting of Council on February 18, 2026.

A draft of the by-law was made available to Council members at the time the notice of motion was given, in accordance with the law.

09-28-01-26 COST OF LIVING INCREASE

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Moved by Councillor Adam and Seconded by Councillor Fortin AND unanimously RESOLVED,

THAT The Council of the Municipality of Waltham approves a three percent (3%) cost of living increase for all municipal employees and Council members.

ADOPTED

10-28-01-26 ADOPTION OF THE COMPLAINT MANAGEMENT POLICY

WHEREAS the Municipality of Waltham wishes to ensure transparent, fair, and efficient handling of complaints submitted by citizens and other persons;

WHEREAS Council recognizes the importance of establishing a clear process for the receipt, processing, follow-up, and archiving of complaints;

WHEREAS a Complaint Management Policy has been prepared to define objectives, responsibilities, procedures, and timelines related to complaint handling;

Moved by Councillor Rochon and Seconded by Councillor Adam AND unanimously RESOLVED,

THAT the Council of the Municipality of Waltham hereby adopts the **Complaint Management Policy**, as presented, effective on January 28th 2026.

AND IT IS FURTHER RESOLVED

THAT the Director General is authorized to implement and ensure the application of this policy.

ADOPTED

11-28-01-26 ADOPTION OF THE TRANSPARENCY AND RECORDS POLICY

Moved by Councillor Fortin, and Seconded by Councillor Rochon AND unanimously RESOLVED,

THAT Council of the Municipality of Waltham hereby adopt the “Transparency and Records Policy,” as presented.

THAT this policy establishes standards for transparency, access to municipal records, and the timely posting of agendas, minutes, and meeting recordings, in accordance with applicable Québec legislation.

THAT this policy shall come into force on January 28th 2026.

THAT the Director General is authorized to implement, administer, and ensure compliance with this policy.

AND THAT the policy be made available to the public on the Municipality’s website.

ADOPTED

12-28-01-26 ADOPTION OF THE MAYOR AND COUNCIL SOCIAL MEDIA POLICY

Discussion was held, and the item was deferred to a future meeting.

13-28-01-26 RESCINDING RESOLUTION 06-10-11-25 – ESTABLISHMENT OF STANDING COMMITTEES AND DESIGNATION OF MEMBERS

Discussion was held. The item was deferred to a future meeting, as it was brought forward by Mayor Evans, who was absent from the meeting. Council indicated that additional information is needed regarding this resolution.

14-28-01-26 INTENTION TO PARTICIPATE IN THE REGIONALIZATION OF FIRE SERVICES AND CREATION OF AN ANALYSIS AND/OR TRANSITION COMMITTEE

WHEREAS

- The Municipality is responsible for providing fire protection in accordance with Québec’s Fire Safety Act and the MRC Pontiac Fire Safety Cover Plan (FSCP/SCRI);
- Council has received a presentation dated August 18, 2025, regarding options to regionalize fire services across participating municipalities of the MRC Pontiac;
- Council wishes to improve service quality, ensure equitable cost-sharing, and evaluate governance models (e.g., via the MRC, an intermunicipal board/regie, or other intermunicipal agreements);
- A structured, time-limited analysis led by a committee of municipal stakeholders is required before making any final decision.

**Moved by Councillor Adam, and Seconded by Councillor Rochon
AND unanimously RESOLVED,**

1. **Statement of Intent.** Council hereby expresses its intention to proceed with some form of regionalization of fire services, subject to the conditions in this resolution and to the final approval of a complete intermunicipal agreement.
2. **Creation of a Transition & Analysis Committee (the “Committee”).** Council agrees to the creation of a committee composed of representatives from the participating municipalities, mandated to analyze and propose the recommended form and format of regionalization.
3. **Municipal Appointments.** The Municipality appoints the following members to the Committee (no more than 2 members per municipality):

These two members will be appointed at a later date.

4. **Committee Mandate.** The Committee shall:
 - Develop a Strategic Communication Plan to be shared with partner municipalities, their firefighters, and residents—setting out key messages, channels, and a schedule—to ensure maximum transparency **before any official decisions are taken**;
 - Draft a complete intermunicipal agreement (form and format to be determined), including governance, cost-sharing formula, service levels/standards, apparatus and asset management, human resources/roles, dispatch/communications, training and SOP harmonization, implementation schedule, and budget impacts;
 - Conduct consultations with fire personnel and the public, as appropriate; and
 - Produce a Transition & Implementation Plan with timelines and milestones.
5. **Non-Binding Nature.** No decision will be final until a complete agreement is drafted by the Committee and adopted by resolution of each participating municipality. This resolution does not authorize any asset transfer, staffing changes, or capital/operating expenditures beyond normal budgets without subsequent Council approval.
6. **Participation Condition.** Only municipalities that adopt this intention resolution shall participate in negotiations and decision-making regarding the costs and cost-sharing of regionalization. Municipalities that do not adopt this resolution shall not partake in such negotiating and decision-making.
7. **Authorizations.** The Mayor and the Director General are authorized to sign a letter of intent, share necessary operational and financial data, and perform any act required to carry out the analysis contemplated by this resolution.

Transmission. The Clerk/Secretary-Treasurer shall transmit a certified copy of this resolution to the MRC Pontiac and to the other participating municipalities.

ADOPTED

15-28-01-26 AUTHORIZATION OF AUTOMATIC PAYMENTS FOR RECURRING BILLS – FISCAL YEAR 2026

Moved by Councillor Rochon and Seconded by Councillor Lair AND unanimously RESOLVED,

THAT the Council of the Municipality of Waltham authorizes the automatic payment of all recurring municipal bills for the 2026 fiscal year.

Recurring payments include, but are not limited to:

- Hydro Québec
- Petro Ponitac
- Bell Canada
- Rogers
- VISA
- Any other service contracts previously approved by Council that require monthly or regular payments

AND IT IS FURTHER RESOLVED

THAT the Director General / Treasurer shall ensure that all automatic payments are reported monthly in the financial statements to maintain Council oversight.

ADOPTED

16-28-01-26 APPOINTMENT OF THE MAYOR TO THE COUNCIL OF MAYORS AND ACCESS TO INSTITUTIONAL INFORMATION

Discussion was held. The item was deferred to a future meeting, as it was brought forward by Mayor Evans, who was absent from the meeting. Council indicated that additional information is needed regarding this resolution.

17-28-01-26 CREATION OF THE COMMITTEE OF THE WHOLE AND PARTIAL OPENING TO THE PUBLIC

Discussion was held. The item was deferred to a future meeting, as it was brought forward by Mayor Evans, who was absent from the meeting. Council indicated that additional information is needed regarding this resolution.

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

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

CORRESPONDENCE: The Director General reported that there was no correspondence for Council at this

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INFORMATION/ADMINISTRATIVE UPDATES: The Director General reported that there were no information items or administrative updates for Council at this time.

VARIA

There were no items under Varia, and no additional items were brought forward by Council.

Question Period: A question period was held toward the end of the meeting to accommodate questions from members of the public related to the meeting.

- It was noted by a visitor that holding an open work session could be beneficial, as it would demonstrate how Council makes its decisions. However, it was clarified that visitors and the audience are to observe only; no discussion with Council should take place.

18-28-01-26 PAYMENT OF THE BILLS

Moved by councillor Fortin and seconded by councillor Lair to pay the bills of the month in the amount of \$ 73 849.35.

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 28th day of January 2026.

Annik Plante
Director General/Secretary Treasurer

19-28-01-26 CLOSED

Moved by councillor Rochon and seconded by councillor Adam to close the meeting at 8:00 P.M.

ADOPTED

Pro Mayor Mr. Elwood Allard

Director General/Secretary Treasure Mrs. Annik Plante
