

Municipality of Waltham

This public sitting of the Council is recorded.

Minutes of a regular meeting held at the usual place and time on December 2nd 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)

01-02-12-25 ADOPTION OF THE AGENDA

Before the adoption of the agenda, Councillor Adam requested the addition of an item “Discussion regarding the Fire Department.”

Moved by councillor Rochon and seconded by councillor Adam to adopt the agenda as amended.

Adopted

02-02-12-25 — ACCEPTANCE OF LAST MONTH’S MINUTES

Deferred to the next meeting.

VISITORS: 8 visitors are present and a question period is organized.

- **Mr. Godin asked questions regarding the most recent MRC Mayors’ meeting.**
- **Mr. Grieve inquired about the speed limit on the highway. It was noted that the Director General has submitted an official request and is awaiting a response.**
- **Mr. Godin requested that it be recorded in the minutes that he felt Councilor Allard’s conduct toward him was unprofessional while he was asking questions during the scheduled Question Period.**
- **A question was asked regarding recent developments within the Fire Department.**

COMMITTEES REPORT

ARENA – The request for the donation will be submitted to the municipality for 2025.

No other committee reports were presented.

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MAYOR’S REPORT:

The mayor is in the process of updating herself on the MRC committees and will keep Council informed.

BUSINESS ARISING FROM MINUTES

- The municipal tour has been postponed to the spring.
- A planning session to establish 2026 priorities has been scheduled for December 3, 2025, at 6:00 p.m.

NOTICE OF MOTION — 2026 BUDGET

A notice of motion was presented regarding the 2026 Budget. Council intends to adopt the budget in January 2026.

SIGNING AUTHORITY FOR MUNICIPAL CHEQUES AND DOCUMENTS

The agenda subject of signing authority for municipal cheques and documents will be moved on the agenda to follow the in-camera session later in the meeting.

FILING — SM-70 PECUNIARY INTEREST DECLARATIONS

The Director General reminded all members who have not yet filed their SM-70 Pecuniary Interest Declaration to do so.

03-02-12-25 MANDATE — MINI REVIEW OF CHEQUES ISSUED SINCE OCTOBER 1, 2025

Moved by Councillor Adam and seconded by Councillor Allard that Council directs the Director General to prepare and present documentation for a mini review of cheques issued since October 1, 2025, at the January meeting.

Adopted

MANDATE- DRAFT COMMITTEE MANDATES

It was discussed that each committee is to develop a mandate. February was suggested as the timeframe for each committee to present its proposed mandate to Council.

MANDATE — DEVELOPMENT OF AN UPDATED INTERNAL MANAGEMENT OF MEETINGS BY-LAW

The Mayor recommended that this be considered a good opportunity to review the current by-law. Council members were asked to compile their suggestions and comments. February was suggested as the timeframe for Council to submit their compiled input.

04-02-12-25 CALENDAR OF 2026 MEETINGS

The Mayor explained that the proposed 2026 meeting dates were structured to align with the MRC public meeting schedule. This alignment would allow municipal council meetings to take place immediately before the public Council of Mayors meeting and after the MRC plenary meeting. The intent is to enable the Mayor to report back to Council on public information from the MRC and to receive Council’s input regarding voting positions for the Council of Mayors meetings.

Calendar of 2026 meetings Moved by councilor Adam and seconded by councilor Rochon that the municipality of Waltham adopt the 2026 calendar of meeting for Waltham.

According to law we must prepare the calendar of the Waltham municipal council regular meetings for 2026 the meetings start at 7:00 P.M. and are held at 69 Hôtel-de-Ville Waltham. The regular meetings are schedule to be every third Wednesday of the month except on special occasion.

DATE	DATE
Wednesday, January 28 at 7 :00PM	Wednesday, July 15 at 7 :00PM
Wednesday, February 18 at 7 :00PM	Wednesday, August 19 at 7 :00PM
Wednesday, March 18 at 7 :00PM	Wednesday, September 16 at 7 :00PM
Wednesday, April 15 at 7 :00PM	Wednesday, October 21 at 7 :00PM
Wednesday, May 20 at 7 :00PM	Tuesday, November 24 at 7 :00PM
Wednesday, June 17 at 7 :00PM	Wednesday, December 16 at 7 :00PM

Adopted

05-02-12-25 — INVOICE FROM THE MUNICIPALITY OF L’ISLE-AUX-ALLUMETTES (REMEMBRANCE DAY WREATH)

An invoice in the amount of \$40.00 was received from the Municipality of L’Isle-aux-Allumettes for the Remembrance Day wreath. The mayor attended the Remembrance Day service held in St-Joseph.

The Director General advised that the municipal office received an anonymous donation of \$100.00 intended to cover the cost of two wreaths purchased for the Remembrance Day commemorations.

It is moved by councilor Rochon and seconded by councilor Allard that council approve payment of the invoice in the amount of \$40.00.

Adopted

06-02-12-25 ETHICS COURSE FOR COUNCIL MEMBERS AND THE DIRECTOR GENERAL

Moved by councilor Lair and seconded by councilor Fortin that Council approve participation in the F.Q.M. mandatory two-day ethics course, to be held on January 16 and 17, 2026, in Waltham, at an approximate cost of \$321.00 per participant, and that payment be processed accordingly.

Adopted

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

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

CORRESPONDENCE

- **Request for Bursary Support — École Secondaire Sieur de Coulonge**
The municipality received a letter from École Secondaire Sieur de Coulonge requesting financial support for bursaries for the 2024–2025 graduating class. It was noted that it is standard practice for the municipality to provide a bursary to all Waltham residents graduating each June. Therefore, Municipal Council will not be moving forward with this additional request.
- The Director General presented a complaint that had been received via text message. The Mayor noted that complaints should be submitted in **writing or by email** to the Director General before being presented to Council.

The individual who submitted the complaint was present in the audience and stated that the issue had been resolved but expressed that they would not like to see it occur again.

The discussion led Councillor Lair to suggest that the municipality should develop a **formal complaint policy**. Further discussion on this matter will take place during the review of the **Internal Management of Meetings By-Law**.

In the meantime, it was agreed that any complaints moving forward should be submitted to the municipal office in **writing or by email**.

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- **Complaint — Safety Issue: Rotten Trees on Nadeau Street**
The Director General reported receiving a complaint regarding two rotten trees on Nadeau Street that pose a safety concern. The town foreman contacted a contractor, Paul Denault, who submitted a quote of \$2,000 plus taxes for the work.
Council requested that the Director General ensure the contractor is certified and carries appropriate insurance.
Council mandated that if the contractor meets all required qualifications, the Director General may approve the work for any amount under \$3,000. Should the quote exceed this amount, the Director General is to notify Council by email before proceeding. This approval is granted given the safety issue involved.

INFORMATION/ADMINISTRATIVE UPDATES

Administrative Directive: The Director General sent an administrative directive issued by the Mayor to all Council members prior to Council meetings. The mayor indicated that this measure is intended to enhance transparency and provide additional protection to the Municipality in the context of future audits. This practice will remain in effect until a formal policy is adopted in the future.

Blue Bins and Public Communication

- The Director General (DG) provided an update to the Council regarding the recycling program.
- The first recycling collection of the year is scheduled for Wednesdays, starting January 7, and will occur every two weeks. Residents are reminded to have their blue bins ready on collection days.
- For June 24 (Saint-Jean-Baptiste Day), collection will be postponed to Friday, June 26 to accommodate the holiday.
- In the coming weeks, the Municipal Office will focus on sharing important information with residents to ensure proper use of the recycling program:
 - A blue bin instructional video has been received and will be posted on the Municipal Facebook page.
 - A reminder document listing acceptable materials for recycling, along with a one-page French-English guide for proper use of the blue bin, will also be posted on Facebook.

VARIA

- Councillor Lair suggested that Council consider implementing an email subscription service to allow residents to receive municipal information. The Director General will contact Jon Stewart to determine whether this functionality can be integrated into the new municipal website. This initiative is intended to provide residents with an additional method of receiving municipal information, other than through Facebook.
- The Director General (DG) informed the Council and the public that, due to the upcoming holidays, garbage and recycling collection schedules will be modified.

-Garbage pick-up will take place on Tuesday, December 23, and Tuesday, December 30.

-Recycling pick-up will remain on Wednesdays as usual.

AGENDA SUBJECT THAT WAS ADDED DURING ADOPTION OF THE AGENDA

07-02-12-25 FIRE DEPARTMENT DISCUSSION

Councillor Adam put forward a motion, seconded by **Councillor Lair**, that Council explore alternative service options for the Fire Department, including meeting with neighbouring fire departments, specifically **West Pontiac**, with the objective of developing a proposal.

Council engaged in a discussion, during which several members expressed disagreement with the proposal.

A **recorded vote** was requested on whether Council should proceed with discussions⁴ with West Pontiac for the purpose of developing a proposal.

- **Vote Results:**
 - Councillor Fortin — Against
 - Councillor Turner — Against
 - Councillor Lair — For
 - Councillor Allard — Against
 - Councillor Rochon — Against
 - Councillor Adam — For

Decision: The motion was defeated. Council resolved not to proceed with further discussions on this matter.

Councillor Rochon suggested that the Council proceed with the payment of bills immediately, before moving to the in-camera session, in case members of the public do not remain outside in the cold for the closed portion of the meeting.

08-02-12-25 PAYMENT OF THE BILLS

Moved by councillor Rochon and seconded by councillor Allard to pay the bills of the month in the amount of \$ 89 952.43.

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 2nd day of December 2025.

Annik Plante
Director General/Secretary Treasurer

Moved by Councillor Adam, and seconded by Councillor Rochon,
THAT Council proceeds *in camera* at 8:39 p. m. pursuant to consider Personnel matters and Municipal contracts.
Council returned to open session at 9:26 p.m.

**09-02-12-25 — SIGNING AUTHORITY FOR MUNICIPAL CHEQUES
(Corrected Replacement Resolution)**

WHEREAS the Municipality of Waltham must maintain secure and transparent financial controls;
WHEREAS it is essential that at least one elected official participate in all municipal financial approvals to ensure democratic oversight;
WHEREAS council wishes to clarify and correct previous interpretations of signing authority;

IT IS MOVED BY councilor Rochon **AND SECONDED BY** councilor Fortin
AND RESOLVED THAT:

1. All cheques issued by the Municipality of Waltham must bear two signatures:
 - one elected official (the Mayor, or in THE absence the Pro-Mayor),
 - AND
 - one administrator (the Director General, or in THE absence the Administrative Officer).
2. Two administrators shall not co-sign any cheque under any circumstances.
3. No cheque may be presented to an elected official for signature unless it has first been signed by the Director General and accompanied by:
 - the corresponding invoice
 - account coding
 - budget verification
 - description of the expenditure
4. This resolution replaces, in entirety, the signing-authority provisions of the version transmitted to the financial institution on November 2025.
5. The Director General is mandated to transmit a certified true copy of this corrected resolution to the Municipality's banking institution and instruct it to immediately update its signing authorities.
6. In any instance where the Mayor and the Director General are unable or absent to sign cheques, a written notification shall be sent to all Council members to keep them informed.

Adopted

10-02-12-25 CLOSED

Moved by councillor Allard and seconded by councillor Fortin to close the meeting at 9: 32 P.M.

Adopted

Mayor Jordan Evans

Director General/Secretary Treasure Mrs. Annik Plante
