

## **Municipality of Waltham**

This public sitting of the Council is recorded.

Minutes of a regular meeting held at the usual place and time on May 20, 2026, 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.

### **01-20-05-26 OPENING OF THE MEETING**

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR LAIR

**THAT** the Council meeting of the Municipality of Waltham held on May 20, 2026, is hereby called to order at 7:00 p.m.

Adopted

### **STATEMENT BY THE MAYOR (Decorum)**

### **02-20-05-26 ADOPTION OF THE AGENDA**

It was proposed to add the item “**Transition Plan – Director General Position**” to the agenda, and that this matter is discussed in camera.

MOVED BY COUNCILLOR ALLARD  
AND SECONDED BY COUNCILLOR ADAM

**THAT** the agenda be adopted as amended.

Adopted

### **03-20-05-26 — ACCEPTANCE OF LAST MONTH’S MINUTES**

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR ALLARD

**THAT** the minutes of the last months be accepted as presented.

1. April 15, 2026
2. April 21, 2026
3. April 28, 2026

Adopted

**VISITORS:** Eleven (11) visitors were present.

1. A question was raised regarding fire protection coverage beyond the Black River Bridge. Council clarified that fire service is not excluded from this area; however, the Municipality of Waltham is required to plan, organize, and provide fire protection services in accordance with the Fire Coverage Risk Plan (Schéma de couverture de risques incendie).  
It was noted that certain roads within the Upper Black River and Green Lake areas are private roads, roads located on Crown land, or roads that are not maintained by the Municipality. As a result, road conditions, accessibility, and legal status may affect the ability of emergency vehicles, including fire apparatus, to safely access these areas.  
Council further noted that fire department intervention in these sectors may be limited or conditional due to accessibility constraints and that response times may exceed standard service levels.

2. A question was raised regarding the Director General's resignation and whether the resignation letter would be made available to the public. Council indicated that the decision to release the resignation letter rests with the Director General and that she may choose whether or not to make it public.
3. A petition was submitted to Council by Mrs. Shirley Durocher regarding the recent one-month closure of Traversier Road due to elevated water levels. The petition raises concerns about ongoing infrastructure issues and recurring challenges related to spring freshet conditions and watershed management.  
The petitioner, as a property owner, respectfully requests that the Municipality of Waltham provide a detailed action plan, including a clear timeline, outlining measures to permanently address the situation, reduce reliance on temporary and costly repairs, and prevent future road closures. Council formally accepted the petition at the May 20, 2026, meeting. Councillor Rochon requested that the Director General represent to Council the feasibility report completed in 2022 related to this matter.
4. It was also asked whether a petition could be accepted from residents of Black River Road given the recurring issue of seasonal flooding affecting the area each year. It was confirmed that Council will always accept petitions from residents on any matter brought forward.

## COMMITTEES REPORT

1. **Finance, Administration and HR:** No report;
2. **Public Works & Infrastructure:** Councillor Allard requested that fire signage be revisited. He suggested relocating the two existing signs on Rochon Road and Black River Road closer to the roadway for improved visibility. Council also discussed the potential addition of three (3) new signs at other entrances or access points within the Municipality of Waltham. The Director General will obtain pricing for the proposed three additional signs, including associated costs, and will present this information to Council for consideration;
3. **Transfer Site:** No report;
4. **Fire Service:** No report;
5. **Recreation & Arena:** Councillor Rochon was unable to attend the monthly meeting as it was rescheduled and conflicted with a Council meeting;
6. **Planning & Environment:** No report.

## MAYOR'S REPORT:

Mayor Evans expressed her appreciation to municipal staff, emergency responders, volunteers, and residents for their efforts and cooperation during the recent flooding events experienced this year. She acknowledged the coordinated response and the dedication demonstrated by all parties involved in managing the situation and supporting the community throughout the emergency period. In relation to the recent flooding events, she indicated that Council intends to undertake further work to strengthen preparedness and develop improved planning measures moving forward in order to better support and protect the community. This will include reviewing existing response mechanisms, coordination with relevant partners, and identifying areas for improvement in emergency planning and infrastructure resilience.

She also noted that the Municipality is currently in an administrative transition following the resignation of the Director General. She indicated that Council will work collaboratively to ensure a smooth and stable transition process, with continuity of services as a priority during this period. She took the opportunity to thank the Director General for her work, professionalism, and continued support during her tenure and throughout this transition period.

Finally, the Mayor reaffirmed Council's commitment to responsible governance, transparent decision-making, and continued support for municipal staff and residents as the Municipality moves forward.

#### **04-20-05-26 APPROVAL OF SUBDIVISION PLAN**

Discussion was held. The item was deferred to the special meeting scheduled for May 27, 2026, as Council indicated that additional time is required for further review.

#### **05-20-05-26 – WINTER MAINTENANCE CONTRACT – RUE ROMAIN (3-YEAR AGREEMENT WITH CPI INDEXATION)**

**WHEREAS** the Municipality of Waltham has received a proposal regarding the winter maintenance (snow removal and de-icing) of approximately 0.444 km of Rue Romain, from the Route 148 intersection to the church entrance;

**WHEREAS** the proposed annual cost for the service is \$2,095, plus a fuel adjustment clause;

**WHEREAS** three contract options have been presented (1-year with automatic renewal, 3-year fixed with annual CPI indexation, and 5-year fixed with CPI indexation);

**WHEREAS** the Director General is recommending the 3-year fixed contract option with annual CPI indexation;

**WHEREAS** Council deems it appropriate to proceed with the recommended option;

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR FORTIN

**AND RESOLVED THAT** The Municipality of Waltham accepts the 3-year contract option for the winter maintenance of Rue Romain under the terms and conditions presented, including annual CPI indexation;

**AND THAT** the Mayor and/or the Director General be authorized to sign all documents necessary to give effect to this resolution.

Adopted

#### **06-20-05-26 SUMMER STUDENT HIRING – MUNICIPAL WORKER POSITIONS (2)**

3

**WHEREAS** the Municipality of Waltham has been approved for two (2) summer student positions under the Federal Summer Employment Program;

**WHEREAS** the two (2) summer student positions will be designated as Municipal Worker positions and may be assigned to various municipal departments to support summer operations, including municipal road maintenance, general labour duties, and administrative tasks;

**WHEREAS** Council wishes to proceed with the recruitment process in order to fill these positions in a timely manner;

MOVED BY COUNCILLOR ADAM  
AND SECONDED BY COUNCILLOR LAIR

**AND RESOLVED THAT** Council approves the creation and hiring of two (2) Municipal worker summer student positions under the Federal Summer Employment Program to support various municipal operations throughout the Municipality, including but not limited to road maintenance, public works, administration tasks and general municipal duties across departments;

**AND THAT** the Director General is hereby authorized to prepare and publish the job postings.

Adopted

**07-20-05-26 LIST OF PROPERTIES TO BE SOLD FOR NON-PAYMENT OF TAXES**

The Secretary-Treasurer submits to Council, for review and consideration, a statement of real estate taxes owed to the Municipality as of September 10, 2026, in order to comply with the requirements of Section 1022 of the Municipal Code of the Province of Quebec;

MOVED BY COUNCILLOR ALLARD  
AND SECONDED BY COUNCILLOR ADAM

**AND RESOLVED THAT** the said statement be and is hereby approved by Council, and that the Secretary-Treasurer / Director General be authorized to take the necessary steps to have the Municipalité régionale de comté (MRC) of Pontiac proceed with the sale of all properties within the municipality for which property taxes remain unpaid.

Adopted

**08-20-05-26 MANDATE TO REPRESENTATIVE**

To authorize the Secretary-Treasurer or a representative to bid for the acquisition of certain properties put up for sale due to non-payment of taxes;

**WHEREAS** the Municipality of Waltham may bid on and acquire properties offered for sale for unpaid municipal taxes in accordance with Section 1038 of the Municipal Code;

**WHEREAS** certain properties will be put up for sale due to non-payment of taxes pursuant to Resolution No. 07-20-05-26;

**WHEREAS** this Council deems it appropriate to authorize the Secretary-Treasurer, Director General, or a representative to bid on and acquire certain properties offered for sale due to tax arrears;

4

MOVED BY COUNCILLOR ADAM  
AND SECONDED BY COUNCILLOR ROCHON

**AND RESOLVED THAT** in accordance with the provisions of the Municipal Code, Council hereby authorizes the Secretary-Treasurer, Director General, or the Administrative Assistant to bid on behalf of the Municipality for certain properties subject to the tax sale to be held on September 10, 2026, up to an amount not exceeding the total taxes owing, including principal, interest, and costs, as may be determined through a future resolution of Council.

Adopted

**09-20-05-26 CREDIT CARD FOR THE FIRE CHIEF (EMERGENCY USE ONLY)**

**WHEREAS** the Municipality of Waltham recognizes the need for the Fire Chief to have immediate access to limited purchasing capability during emergency response situations;

**WHEREAS** certain unforeseen operational circumstances, such as prolonged emergency calls, may require the urgent purchase of essential items such as food or basic necessities for firefighters while on the scene;

**WHEREAS** Council wishes to establish clear controls and accountability regarding the use of municipal purchasing tools;

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR TURNER

**AND RESOLVED THAT** Council authorizes the issuance of a municipal credit card to the Fire Chief strictly for emergency operational purposes during active fire or emergency response situations;

**THAT** the credit card shall have a maximum limit of \$500.00 and shall be strictly controlled in accordance with municipal policies;

**THAT** the credit card use be strictly limited to urgent and unforeseen expenses required during emergency calls, including but not limited to food and essential immediate needs for firefighters while on the scene;

**THAT** under no circumstances shall the credit card be used for the purchase of equipment, parts, tools, services, or departmental supplies, except in true emergency situations where immediate action is required to protect life, safety, or municipal assets;

**THAT** all purchases related to equipment, parts, supplies, or non-emergency operational needs must follow the Municipality's established procurement and purchasing procedures and be approved through the Administration prior to acquisition;

**THAT** in situations where Administration is not available during normal business hours and in an emergency, the Municipality maintains an account with <sup>5</sup> NAPA in Mansfield, which may be accessed by the Fire Chief for approved operational purchases required for urgent operational needs;

**THAT** all credit card transactions and NAPA account purchases must be submitted to the Administration with supporting documentation and justification for review and reconciliation;

**THAT** the Director General is hereby authorized to implement the necessary administrative controls, limits, and reporting requirements associated with this credit card.

Adopted  
**Councillor Lair recorded a negative vote.**

**10-20-05-26 PURCHASE OF FIRE DEPARTMENT VEHICLE MAGNETS**

**WHEREAS** the Municipality of Waltham wishes to ensure clear identification of Fire Department personnel while performing official duties;

**WHEREAS** Fire Department members may use their personal vehicles while carrying out departmental duties;

MOVED BY COUNCILLOR ADAM  
AND SECONDED BY COUNCILLOR LAIR

**AND RESOLVED THAT** Council authorizes the Director General to purchase four (4) Fire Department logo magnets for use on personal vehicles when Fire Department personnel are carrying out official departmental duties;

**THAT** the purchase be made from Enseigne Pontiac;

**THAT** the magnets be used strictly for official Fire Department purposes.

Adopted

**11-20-05-26 FINANCIAL SUPPORT FOR FIREFIGHTER LEVEL 1 TRAINING,  
ESSC HIGH SCHOOL**

**WHEREAS** the Firefighter Level 1 training program at École secondaire Sieur-de-Coulonge contributes to the development of future qualified fire protection personnel and supports the long-term sustainability of emergency services in the region;

**WHEREAS** the program requires financial support to assist with training-related costs, including specialized equipment and practical and theoretical instruction;

**WHEREAS** Council wishes to support initiatives that promote public safety and the training of local emergency service personnel;

MOVED BY COUNCILLOR ALLARD  
AND SECONDED BY COUNCILLOR LAIR

**AND RESOLVED THAT** Council approves a financial contribution of \$250.00 to École secondaire Sieur-de-Coulonge in support of the Firefighter Level 1 training program;

6

**THAT** this contribution be allocated to assist with training-related expenses, including equipment and instructional costs;

**THAT** the Director General be authorized to process the payment and complete any administrative requirements related to this donation.

Adopted

**12-20-05-26 ACCEPTANCE OF THE RESIGNATION OF THE DIRECTOR  
GENERAL / SECRETARY-TREASURER**

**WHEREAS** the Director General / Secretary-Treasurer has submitted a letter of resignation to the Municipality of Waltham;

**WHEREAS** Council has taken note of this resignation;

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR ADAM

**AND RESOLVED THAT** Council accepts the resignation of the Director General / Secretary-Treasurer;

**THAT** the final working date be established as of June 4, 2026, in accordance with the resignation letter attached as **Annex A**.

Adopted

**13-20-05-26 APPOINTMENT OF ONE PROBATIONARY FIREFIGHTER TO  
THE WALTHAM FIRE DEPARTMENT**

**WHEREAS** the Fire Chief has submitted letters of recommendation for the appointment of one (1) individual to the Waltham Fire Department;

**WHEREAS** the individuals have met the initial requirements and qualifications to serve as probationary firefighters;

**WHEREAS** it is in the interest of the Municipality to ensure adequate personnel for the safety and protection of the community;

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR LAIR

**AND RESOLVED**

1. The Municipality of Waltham accepts the recommendation of the Fire Chief and approves the appointment of the following individuals as probationary firefighter with the Waltham Fire Department:  
**Mr. Gareth Hamilton**
2. The appointments shall take effect immediately and remain subject to the successful completion of the probationary period as determined by the Fire Chief.

Adopted

**14-20-05-26 AWARD OF SALE OF 2011 MUNICIPAL TRUCK (SEALED BID  
PROCESS)**

**WHEREAS** the Municipality of Waltham owns a 2011 municipal truck that has been <sup>7</sup> replaced;

**WHEREAS** Council authorized the sale of said vehicle through a sealed bid process by resolution 10-15-04-26;

**WHEREAS** sealed bids were received and publicly opened on May 19, 2026, in accordance with the said resolution;

**WHEREAS** only one (1) compliant bid was received;

**WHEREAS** the bid received was submitted by Mr. Edward Spottswood in the amount of \$1,275.00;

MOVED BY COUNCILLOR ADAM  
AND SECONDED BY COUNCILLOR FORTIN

**AND RESOLVED THAT** Council accepts the bid submitted by Mr. Edward Spottswood in the amount of \$1,275.00 for the purchase of the 2011 municipal truck, sold “as is, where is,” without legal warranty;

**THAT** Council authorizes the Director General / Secretary-Treasurer to proceed with the sale of the vehicle in accordance with the sealed bid conditions and Council resolution 10-15-04-26;

**THAT** the Director General / Secretary-Treasurer is authorized to prepare, sign, and execute all required sale and transfer documents to complete the transaction;

**THAT** the Director General / Secretary-Treasurer is further authorized to remove the vehicle from municipal insurance coverage effective upon transfer of ownership;

Adopted

### **15-20-05-26 DONATION TO THE WALTHAM ANGLER’S ASSOCIATION**

**WHEREAS** the Waltham Anglers Association contributes to community recreational activities and the promotion of outdoor and fishing-related events within the Municipality;

**WHEREAS** a financial contribution to the Waltham Anglers Association is included in the Municipality’s approved budget;

**WHEREAS** Council wishes to proceed with the disbursement of this budgeted amount;

MOVED BY COUNCILLOR ALLARD  
AND SECONDED BY COUNCILLOR LAIR

**AND RESOLVED THAT** Council approves a donation to the Waltham Anglers’ Association in the amount of \$1000,00, as provided for in the adopted municipal budget;

**THAT** the Director General / Secretary-Treasurer is hereby authorized to issue payment.

Adopted

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

### **FIRE REPORT:**

Council was advised of one (1) fire incident, being a mutual aid call from L’Isle-aux-Allumettes involving a brush fire in the backyard of a resident on April 23, 2026.

The call was received at 2:21 p.m. and concluded at 5:34 p.m. A total of nine (9) firefighters responded to the scene, in addition to one (1) dispatcher. 8

### **NEW BUSINESS:**

#### **Municipal Operations Update – Dempsey Road Wood Distribution**

Council was advised that Hydro-Québec carried out tree cutting work on Dempsey Road near the MTQ garage last fall, resulting in a quantity of usable wood.

Council agreed that the wood will be made available to interested residents. The Director General will publish a public notice inviting residents to register their interest at the municipal office. A draw will then be conducted to determine the recipient(s).

### **Teleconference Recording System – Council Meetings**

Council was advised that, during the April public meeting, the Green Lake Association requested the ability to listen remotely to Council meetings for members who are unable to attend in person.

Council has agreed to trial a teleconference/listening option using a laptop for the July public Council meeting on a pilot basis. The details and operational setup of this pilot project will be discussed at a Council working session scheduled for late June.

A special Council meeting is scheduled for May 27th at 7:00 p.m.

### **CORRESPONDENCE:**

Council was advised of a communication received from Brookfield Énergie regarding Lake Moiseau. The water level of Lake Moiseau has been lowered to an unusually low level as a precautionary measure to protect public safety, property, and the dam structure. This action was taken following the detection of an anomaly at the dam. Specialized engineers are currently assessing the situation and developing corrective measures. At this time, no timeline has been established for the work, and it is unlikely that water levels will return to normal during the summer season, as the spring flood period has already passed. Until further notice, the dam will continue to be monitored to ensure ongoing safety. It is noted that this situation is under the responsibility of Brookfield Énergie, and the Municipality has no operational control over the dam or the water-level management.

### **INFORMATION/ADMINISTRATIVE UPDATES:**

No matters were brought forward.

### **VARIA**

No items were raised.

### **16-20-05-26 – PAYMENT OF THE BILLS MARCH 2026**

MOVED BY COUNCILLOR ADAM  
AND SECONDED BY COUNCILLOR FORTIN

**AND RESOLVED THAT** Council acknowledges the payment of all bills already paid during the month of April 2026, in the total amount of \$ 29 970,25;

**AND THAT** Council authorizes the payment of all remaining bills for the month of April 2026, in the total amount of \$ 82 786,76, to be paid as presented;

**FOR A TOTAL OF \$ 112 757,01** for all bills for the month of April 2026.

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 20<sup>th</sup> day of May 2026.

9

Annik Plante  
Director General/Secretary Treasurer

## **SECOND PUBLIC QUESTION PERIOD**

The Equity (newspaper) requested to be informed of the content of the letter. Council left the decision to the Director General as to whether she wished to read the letter publicly. The Director General agreed to read the letter publicly. It was noted that the letter was made public following this request. It was pointed out by councillor Rochon that while he does not discredit Annik's resignation letter, that when now mayor Evans applied for position of assistant to the dg, it was of Annik's opinion that they could not work together. He also pointed out that Annik accepted a less stressful position for more money and that the resignation letter didn't portray the whole story

### **17-20-05-26 IN CAMERA SESSION**

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR ADAM

**AND IT IS RESOLVED THAT** Council move into an in camera (closed) session at 7:56 p.m. to discuss the confidential matter of the Transition Plan – Director General Position, as permitted under applicable municipal legislation.

Adopted

### **18-20-05-26 RETURN TO OPEN SESSION**

MOVED BY COUNCILLOR ROCHON  
AND SECONDED BY COUNCILLOR FORTIN

**AND IT IS RESOLVED THAT** Council return to the open session at 8: 06 p.m.

Adopted

### **19-20-05-26 DISCUSSIONS REGARDING ACTING DIRECTOR GENERAL POSITION**

**WHEREAS** Council wishes to ensure continuity in municipal administration during the current transition period;

MOVED BY COUNCILLOR ADAM  
AND SECONDED BY COUNCILLOR ROCHON

**AND IT IS RESOLVED THAT** Council mandate the Director General to discuss with the Administrative Agent the possibility of assuming the role of Acting Director General at the current Director General salary rate, on an interim basis until the position is permanently filled;

**AND IT IS FURTHER RESOLVED THAT** a formal resolution regarding the appointment and mandate be presented for Council consideration at the Special Meeting scheduled for May 27, 2026. 10

Adopted

**20-20-05-26 CLOSED**

MOVED BY COUNCILLOR ADAM  
AND SECONDE BY COUNCILLOR ALLARD

THAT the meeting be closed at **8:08 P.M.**

Adopted

Mayor Mrs. Jordan Evans

---

Director General/Secretary Treasure Mrs. Annik Plante

---

## Annex A

May 12<sup>th</sup> 2026

To Members of Council,

Please accept this letter as my formal resignation from my position as Director General of the Municipality of Waltham, effective June 4<sup>th</sup> 2026.

This decision has not been made lightly. Serving the Municipality of Waltham has meant a great deal to me, and throughout my time in this role I have dedicated myself fully to the residents, staff, projects, and overall well-being of the Municipality. I have taken great pride in my work and in the responsibilities entrusted to me.

Unfortunately, over time, the working environment has become increasingly difficult and emotionally exhausting for me. The ongoing lack of collaboration and communication from the Mayor has created a situation where I no longer feel supported in my role or able to carry out my duties in a healthy and professional environment. I have genuinely tried to maintain professionalism, cooperation, and open communication; however, the relationship has continued to deteriorate to the point where it has become toxic and unsustainable.

I have also increasingly felt questioned in the work that I do and in the professional decisions I make as Director General. Rather than feeling trusted and respected in the role I was hired to perform, I have often felt undermined and unsupported. It has become difficult to continue working in an environment where I feel there is little respect for me, my position, and the work and dedication I bring to the Municipality every day.

One of the most difficult aspects for me has been the feeling of constantly trying to perform my responsibilities while facing resistance instead of teamwork. A Director General and Mayor must be able to work together professionally for the benefit of the Municipality, staff, and residents. Unfortunately, I no longer feel that this working relationship exists.

This situation has taken a significant emotional toll on me personally and professionally. The stress, tension, and ongoing conflict surrounding the workplace environment have become overwhelming, and after much reflection, I have come to the conclusion that stepping away is the best decision for my well-being.

I want Council to know that this decision does not reflect my commitment to the Municipality itself. I deeply care about Waltham, its employees, and its residents, and I am proud of the work accomplished during my time here.

I sincerely thank Council, staff, and the community members who supported me throughout my tenure. I wish the Municipality nothing but success moving forward.

Respectfully,



Annik Plante