

Municipality of Waltham

This public sitting of the Council is recorded.

Minutes of a special meeting called in accordance to article 152 of the municipal code being held at the town hall on May 27, 2026, under the chairmanship of Mayor Jordan Evans with the presence of the following councillors #1 Mrs. Chantal Fortin, #2 Mr. Francis Turner, #4 Mr. Brendan Adam, #5 Mr. Elwood Allard and #6 Mr. Tyler Rochon

ABSENT: Mrs. Holli Lair

Mrs. Annik Plante Director General is also present.

S1-01-27-05-26 OPENING OF THE MEETING

MOVED BY COUNCILLOR ROCHON
AND SECONDED BY COUNCILLOR ALLARD

THAT the Council meeting of the Municipality of Waltham held on May 27, 2026, be hereby called to order at 7:00 p.m.

S1-02-27-05-26 ADOPTION OF THE AGENDA

It was proposed to amend the order of the agenda by moving item 3 to item 4.

MOVED BY COUNCILLOR ADAM
AND SECONDED BY COUNCILLOR FORTIN

THAT the agenda be adopted as amended.

Adopted

VISITORS: fifteen (15) visitors were present.

FIRST QUESTION PERIOD:

During Question Period, a question was raised regarding fire coverage in certain areas and the Municipalité régionale de comté (MRC) fire safety agreement. Mayor Evans requested that Councillor Adam provide a brief overview of the matter.

Council clarified that fire protection services are not excluded from the Upper Black River and Green Lake areas. However, the Municipality of Waltham remains responsible for planning, organizing, and providing fire protection services in accordance with the Fire Protection Coverage Scheme (Schéma de couverture de risques incendie).

It was further noted that several roads within the Upper Black River and Green Lake sectors are private roads, located on Crown land, or are not maintained by the Municipality. These conditions may affect accessibility, road safety, and the ability of emergency vehicles, including fire apparatus, to safely reach certain properties. Council also noted that fire department response in these areas may therefore be limited or conditional due to access constraints, and that response times may exceed standard service levels depending on road conditions and accessibility. 1

Councillor Adam provided a brief overview of the MRC Fire Safety Agreement. The agreement establishes a regional framework for fire safety planning and coordination, including compliance with the Fire Protection Coverage Scheme, shared risk management principles, and intermunicipal collaboration. It supports consistency and coordination in fire prevention, preparedness, risk management, and emergency response planning across participating municipalities.

A question was raised regarding Chemin Traversier, noting that during the flood season, an emergency situation could make access very difficult. The concern was also expressed that residents in this area pay taxes and should therefore receive appropriate municipal services.

Councillor Rochon responded that this is an important issue that Council recognizes. He noted that Council will be reviewing the situation, including further research and assessment of the location, as well as potential grant opportunities that may be available to support any required work. He further added that, given the current transitional period the Municipality is going through, additional time is required in order to properly evaluate and complete the necessary analysis and work.

S1-03-27-05-26 APPOINTMENT OF ACTING DIRECTOR GENERAL / SECRETARY-TREASURER

WHEREAS the Municipality of Waltham has received and accepted the resignation of the Director General / Secretary-Treasurer;

WHEREAS Council wishes to ensure continuity of municipal administration and operations during the recruitment process for a permanent Director General / Secretary-Treasurer;

WHEREAS Council considers it necessary to appoint an Acting Director General / Secretary-Treasurer on an interim basis;

MOVED BY COUNCILLOR ADAM
AND SECONDED BY COUNCILLOR FORTIN

AND RESOLVED THAT Council appoints the Administrative Agent as Acting Director General / Secretary-Treasurer effective June 5, 2026;

THAT the Acting Director General / Secretary-Treasurer shall receive the remuneration equivalent to that of the current Director General / Secretary-Treasurer for the duration of the interim appointment.

THAT this interim appointment shall remain in effect until the hiring of a permanent Director General / Secretary-Treasurer, or no later than August 15, 2026, unless otherwise extended or modified by Council resolution;

THAT the Acting Director General / Secretary-Treasurer be authorized to carry out all duties, responsibilities, and powers associated with the position in accordance with applicable municipal legislation and Council direction.

Adopted

S1-04-27-05-26 APPROVAL OF SUBDIVISION PLAN

Discussion was held on the item, which was tabled once again. Council indicated that additional time is required for further review. Council requested that the Director General organize a meeting with the developer and the building inspector in order to discuss the subdivision in greater detail.

S1-05-27-05-26 INTERMUNICIPAL FIRE MUTUAL AID AGREEMENT

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WHEREAS the MRC Pontiac has adopted a Fire Safety Cover Plan pursuant to the Fire Safety Act (CQLR, c. S-3.4);

WHEREAS the municipalities within the MRC Pontiac have worked collaboratively on a draft Intermunicipal Agreement on Firefighting Services establishing a framework for mutual assistance in firefighting operations;

WHEREAS Council has reviewed the proposed agreement and recognizes the importance of regional cooperation, resource sharing, and operational standardization for fire protection services;

WHEREAS Council wishes to approve the agreement with the exception of the standby coverage fee clause contained under Article 8.1 of the agreement;
MOVED BY COUNCILLOR ADAM
AND SECONDED BY COUNCILLOR ROCHON

AND RESOLVED THAT Council approves the Intermunicipal Agreement on Firefighting Services as presented;

THAT Council specifically does not approve the standby coverage fee provision contained under Article 8.1 of the agreement titled “Standby coverage fee (Strike Force / resource optimization)”;

THAT Council’s approval of the agreement is conditional upon the exclusion, removal, or non-application of Article 8.1 to the Municipality of Waltham;

THAT the Mayor and Director General are hereby authorized to sign the agreement on behalf of the Municipality once the above-noted condition has been addressed.

Adopted

**S1-06-27-05-26 IDENTIFICATION OF SECTORS WITH LIMITED FIRE
COVERAGE – UPPER BLACK RIVER AND GREEN LAKE
AREA**

WHEREAS the Municipality of Waltham is required to plan, organize and implement fire protection coverage in accordance with the Fire Coverage Risk Plan (Schéma de couverture de risques incendie);

WHEREAS certain sectors within the Upper Black River and Green Lake area include roads that are non-municipal, private, or located on Crown land and are therefore not maintained by the Municipality;

WHEREAS the condition, accessibility, and legal status of these roads may limit or prevent safe access for emergency response vehicles, including fire services;

WHEREAS site visits and operational assessments conducted by the Fire Chief have identified areas where access is limited due to road conditions, including but not limited to narrow roadways, inadequate turnaround points, seasonal conditions, and safety concerns;

WHEREAS the Municipality must ensure that its fire protection planning is realistic, transparent, and reflective of operational limitations;

WHEREAS it is recognized that certain areas may not be adequately covered under the current fire service resources and response capabilities;

WHEREAS the Municipality may identify such areas either as excluded from fire coverage or as sectors where intervention may be limited or response times may be extended;

WHEREAS the Municipality remains committed to implementing alternative risk mitigation measures where applicable, prevention strategies, and public communication;

MOVED BY COUNCILLOR ADAM
AND SECONDED BY COUNCILLOR TURNER

AND RESOLVED THAT:

1. The Municipality of Waltham hereby identifies certain sectors within the Upper Black River and Green Lake area as being subject to **limited fire service coverage** due to accessibility constraints and road conditions.

2. These sectors shall be recognized as areas where:
 1. Fire department intervention may be limited or conditional; and/or
 2. Response times may be longer than standard service levels.
3. The identified sectors shall be documented by:
 1. Mapping and/or identification by road names, to be incorporated into municipal records and planning documents.
4. This limitation shall be reflected in the Municipality's fire protection planning and supporting documentation, including alignment with the Fire Coverage Risk Plan.
5. The Municipality shall communicate these limitations to affected residents and continue to implement reasonable mitigation measures where possible.
6. The Director General and Fire Chief are hereby authorized to take all necessary steps to implement this resolution, including collaboration with the MRC Pontiac for mapping and documentation support.

Adopted

VISITORS/ SECONDED QUESTION PERIOD:

S1-07-27-05-26 CLOSED

MOVED BY COUNCILLOR ALLARD
AND SECONDED BY COUNCILLOR ADAM

THAT the meeting be closed at **8:38 P.M.**

Adopted

Mayor Mrs. Jordan Evans

Director General/Secretary Treasure Mrs. Annik Plante
