

**PROVINCE OF QUÉBEC
MUNICIPALITY OF TOWNSHIP OF LOW**

Minutes of a Regular Meeting of the council of the Municipality of the township of Low held at 4C D'Amour Road (Heritage Hall) on **April 3,2023**, at 7:00p.m.

Chaired by the Mayor Carole Robert

Are present.

Joanne Mayer
Maureen Rice
Maureen McEvoy
Luc Thivierge
Lee Angus

Absent

Ghyslain Robert

Also present

Sandra Martineau, Director General and Clerk-Treasurer
Valérie Lemieux, Assistant Director General and Assistant Clerk-Treasurer

	<p><u>Opening of the meeting</u></p> <p>The Mayor, Carole Robert, president of the meeting, having noted that there is a quorum, declares the meeting open; it is 7:00 p.m.</p>
2023-052	<p><u>Adoption of the agenda</u></p> <p>Meeting agenda:</p> <ol style="list-style-type: none">1. Adoption of the agenda2. Question period3. Approval of the minutes4. Administration<ol style="list-style-type: none">4.a) List of bills to be paid.4.b) Completion of the object of by-laws 003-2002, 02-2012, 005-2014 and 07-20204.c) Cancellation of prescribed taxes.4.d) Cancellation of a transfer tax-EAE4.e) Adoption of By-Law 2023-003 on the internal management of council meetings4.f) Notice of Motion - By-Law 2023-004 regarding the salaries of elected municipal officials.4.g) Authorization to sign - Classification Plan and Conservation Schedule4.h) Agreement regarding the provision of technical personnel from the FQM4.i) Accompaniment for the professional and technical services for the redevelopment of the city hall and the construction of a fire station4.j) Adoption of the classification plan and the 2023 conservation schedule4.k) Need for CLSC services in the Municipality of Low.5. Public Safety6. Public works<ol style="list-style-type: none">6.a) Four-year mandate to the Union des Municipalités du Québec for the purchase of de-icing salt for roads (sodium chloride)6.b) Transfer of lots 5 163 725 and 5 163 727 McDonald Road - Cadastral reform6.c) Call for tenders 2023-320-001 Purchase of culverts for 20236.d) Call for tenders equipments rental6.e) LED lighting conversion for various buildings6.f) Invitation to tender - calcium chloride (dust control)7. Environmental Health<ol style="list-style-type: none">7.a) Soutien financier – Association du Lac Sinclair8. Urbanism9. Recreation, culture and communication10. Correspondence, documents and information11. Question Period12. Adjournment of the meeting <p>IT IS PROPOSED BY Luc Thivierge</p>

	<p>SECONDED BY Maureen Rice</p> <p>AND RESOLVED that this municipal council adopt the agenda.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p><u>2. Questions period</u></p> <p>Question period started at 7:04 p.m. and ended at 8:22 p.m.</p>
2023-053	<p><u>Adoption of the Minutes</u></p> <p>Whereas each member of Council was provided with a copy of the minutes of the regular meeting of March 6, 2023, at least twenty-four (24) hours prior to this meeting for their review, the mayor is excused from reading them;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED that Council adopt the minutes of the regular meeting held on March 6, 2023.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p>ADMINISTRATION</p>
2023-054	<p><u>List of invoices to be paid</u></p> <p>Whereas the mayor has analyzed and is satisfied with the list of invoices for the month of March 2023, in the amount of \$ 283 373.84;</p> <p>Whereas it is necessary to authorize the payment of all the invoices on the list of accounts payable;</p> <p>IT IS PROPOSED BY Joanne Mayer SECONDED BY Luc Thivierge</p> <p>AND RESOLVED that this municipal council approve the list of invoices number 2023-03 in the amount of \$ 283 373.84.</p> <p>Authorizes that the invoices be paid and credited to the concerned departments.</p> <p>Authorizes the Director General and Clerk treasurer to make the payments mentioned on the list.</p> <p style="text-align: right;">Adopted unanimously</p>
2023-055	<p><u>Full achievement of the purpose of by-laws 003-2002, 02-2012, 005-2014 and 07-2020</u></p> <p>Whereas the Municipality has fully realized the object of the by-laws listed in the appendix, according to what was foreseen therein;</p> <p>Whereas a part of these by-laws has been permanently financed;</p> <p>WHEREAS for each of these by-laws, there is an uncontracted balance of the amount of the loan approved by the Minister of Municipal Affairs and Land Occupancy, and which cannot be used for other purposes;</p> <p>WHEREAS the financing of these balances is not required, and these balances should no longer appear in the records of the Ministry;</p> <p>WHEREAS it is necessary, for this purpose, to modify the borrowing by-laws identified in the schedule to adjust the amounts of the expenditure and the loan and, if necessary, to appropriate a grant or an amount from the general fund of the municipality;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Joanne Mayer</p>

	<p>Maureen Rice abstains from voting.</p> <p style="text-align: right;">Adopted by majority</p>										
<p>2023-057</p>	<p><u>Cancellation of a transfer tax - EAE</u></p> <p>Whereas a request for cancellation of a transfer tax has been filed for property 4082-93-1907 in the amount of \$218.25;</p> <p>Whereas in accordance with section 17.1 of Chapter D-15.1 - An Act respecting duties on transfers of immovables, which states that the transfer duty is waived when the transferee declares that the immovable will, within one year after the registration of the transfer, become part of a registered agricultural operation (RAO) in his or her name in accordance with a regulation made under section 36.0.1 of Chapter M-14 of the Department of Agriculture, Fisheries and Food Act;</p> <p>Whereas proof of farm registration has been filed for the property mentioned respecting the registration deadline;</p> <p>IT IS MOVED BY Luc Thivierge SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that Council authorize the cancellation of the transfer tax in the amount of \$218.25 for the property having the registration number 4082-93-1907.</p> <p>Maureen Rice abstains from voting.</p> <p style="text-align: right;">Adopted by majority</p>										
<p>2023-058</p>	<p><u>Adoption of By-Law 2023-003 on the internal management of Council meetings</u></p> <p>Whereas at a Council meeting held on February 6, 2023, a notice of motion was given, and a draft by-law was tabled for the adoption of By-law 2023-003 on the internal management of Council meetings;</p> <p>IT IS PROPOSED BY Joanne Mayer SECONDED BY Maureen McEvoy</p> <p>AND RESOLVED that Council adopt By-Law 2023-003 on the internal management of Council meetings.</p> <p>Vote requested</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>For</u></td> <td style="width: 50%;"><u>Against</u></td> </tr> <tr> <td>Joanne Mayer</td> <td>Lee Angus</td> </tr> <tr> <td>Luc Thivierge</td> <td></td> </tr> <tr> <td>Maureen Rice</td> <td></td> </tr> <tr> <td>Maureen McEvoy</td> <td></td> </tr> </table> <p style="text-align: right;">Adopted on division</p>	<u>For</u>	<u>Against</u>	Joanne Mayer	Lee Angus	Luc Thivierge		Maureen Rice		Maureen McEvoy	
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	<p>CANADA PROVINCE OF QUEBEC MUNICIPALITY OF THE TOWNSHIP OF LOW</p> <p style="text-align: center;">BY-LAW 2023-003</p> <p style="text-align: center;">BY-LAW RESPECTING THE INTERNAL MANAGEMENT OF COUNCIL MEETINGS</p> <p>Whereas section 491 of the Quebec Municipal Code allows council to adopt by-laws to regulate the conduct of council proceedings and the maintenance of good order and decorum during council or committee meetings.</p> <p>Whereas the Municipality of the Township of Low wishes to replace its By-law 08-2018 and its amendments in order to maintain order and decorum during council meetings.</p>										

Whereas Members of Council recognize that the public has a right to open government and transparent decision-making.

Whereas this Council believes it is expedient and necessary to adopt said by-law.

Whereas notice of motion and introduction of this by-law was duly given at a previous meeting of this council held on February 6th,2023.

Be it resolved that the Council of the Municipality of the Township of Low, by this by-law, ordain and enact the following.

ARTICLE 1 - PREAMBLE

The preamble to this by-law forms part of this by-law.

ARTICLE 2 - REPEAL

This by-law replaces by-law number 08-2018 and its amendments.

ARTICLE 3 - THE MUNICIPAL COUNCIL / ROLE, FUNCTIONS AND RESPONSIBILITIES

- 3.1 The elected officials meeting in Council represent the population; they make decisions on the orientations and priorities of the municipality.
- 3.2 The municipal council is composed of a mayor and six councillors.

The Council oversees the quality of life in its community. Elected officials must always make decisions in the interest of the citizens they represent and only at Council meetings, in the form of a by-law or resolution. Individually and outside of Council meetings, elected officials may not make decisions or take positions on behalf of the Municipality, except for the mayor in the exercise of his or her emergency powers.

- 3.3 The primary role of Council is to ensure that the services offered meet the needs of the community. At the first meeting following the election, Council, shall proceed with the assignment of files to the elected officials who will be their bearers, as well as the appointment of the Deputy Mayor. The assignment of these responsibilities may be modified during the current mandate.

ARTICLE 4 - COUNCIL MEETINGS AND PROCEDURES

- 4.1 Regular meetings of Council shall be held in accordance with a schedule established by resolution, prior to the commencement of each calendar year, on the days and at the times fixed therein.
- 4.2 Council shall meet in the Heritage hall, 4C D'Amour Road, Low, or at such other place as may be fixed by resolution or public notice.
- 4.3 Meetings of Council shall be open to the public. All proceedings shall be conducted in a loud and intelligible voice.
- 4.4 The Mayor or the person presiding at the meeting shall declare a quorum of Council to be present and the meeting to be in session. A majority of the members of Council of the Municipality shall be four (4) and shall constitute a quorum.
- 4.5 Pursuant to Section 155 of the Municipal Code, where a quorum is not present, any two members of Council shall adjourn the meeting within one hour of the failure to establish a quorum. The time of adjournment and the names of the members of Council present shall be entered in the minutes of the meeting.

In such case, written notice of the adjournment shall be given by the Executive Director and Clerk-Treasurer to those members of Council who were not present at the time of the adjournment. Service of such notice shall be recorded at the resumption of the adjourned meeting in the same manner as notice of a special meeting.

- 4.6 The Mayor or the person presiding shall call the items of business to order and shall provide and ensure that the necessary explanations are given. He/she gives the floor. He/she ensures that the rules of procedure are applied during the meetings. The mayor or chairman of the committee states the proposals submitted, the mayor declares the debate closed, calls for the vote and announces the result.
- 4.7 Only members of Council may speak at any meeting of Council and a member of Council who wishes to speak shall make a request to the Chair by raising his or her hand and the Chair shall recognize Councillors in the order of their requests.
- 4.8 The Mayor or the person presiding over the meeting may request a recess for the purpose of taking a short break or to allow members of Council to discuss an item of business in camera, such recess shall be noted in the minutes indicating the time of the recess and resumption and after a quorum has been established.
- 4.9 Any regular or special meeting may be adjourned by the Council to another time on the same day or to another day thereafter, without notice of the adjournment to the members who were not present, except as provided in Section 4.5 herein.

No new business shall be brought before or considered at any adjournment of a special meeting unless all members of Council are then present and consent.

- 4.10 A proposed resolution or by-law that has been moved and seconded may be amended.

When a motion is under consideration, no other motion may be made except :

- To amend the proposal under consideration.
- To suspend or defer discussion of the proposal.
- To refer to a committee or to the Executive Committee.
- To adjourn the meeting

A motion may be withdrawn before it has been amended or acted upon by the council.

- 4.11 Any Councillor may at any time during the debate demand the reading of the original proposal or amendment and the President or the Executive Director and Clerk-Treasurer at the request of the President or the presiding Council member shall so read.
- 4.12 The Director general and Clerk-Treasurer may, at the request of the Chair, give such advice, comment, or suggestion on any matter under consideration.
- 4.13 A member of Council who is present at the time a matter is to be considered in which he or she has a direct or indirect interest shall disclose the general nature of that interest prior to the commencement of deliberations on the matter and shall refrain from participating in the deliberations and from voting or attempting to influence the voting on the matter. (C.M. 164)
- 4.14 Where the matter is considered at a meeting at which the member is not present, the member shall disclose the general nature of his or her interest at the first subsequent meeting at which he or she is present, all-in

accordance with the Act respecting elections and referendums in municipalities (R.S.Q., c. E-2.2).

- 4.15 Votes shall be given orally and shall be recorded in the book of proceedings. The chairperson of the meeting may vote but is not required to do so.
- 4.16 All decisions must be made by a majority of the members present, except where the law requires an absolute majority (a majority of the elected members) and in that case the majority required is a majority of the elected members.
- 4.17 Where the votes are equally divided, the decision shall be deemed to be in the negative.

ARTICLE 5 - ORDER OF BUSINESS

- 5.1 The members of the Municipal Council shall transmit to the Director general and Clerk-Treasurer the subjects they wish to include on the agenda of the meeting, accompanied by the relevant documentation.

The Director general and Clerk-Treasurer shall forward, for the use of the members of Council, a draft agenda for any regular meeting, which shall be forwarded, with the related documents available to the members of Council at the working meeting preceding the regular meeting and in accordance with the provisions set out in the Municipal Code.

- 5.2 Any documents or requests submitted between the business meeting and the council meeting shall not be dealt with until the following month unless a majority of the council members present at the regular meeting agree to add the item to the agenda.

- 5.3 The agenda shall normally follow the following format:

- 1. Opening of the session
- 2. Adoption of the agenda
- 3. Approval of minutes of previous meetings
- 4. Administration - Finance - Human Resources
- 5. Public Security
- 6. Public Works
- 7. Environment and hygiene
- 8. Health and welfare
- 9. Planning, urbanism and development
- 10. Recreation, culture and communication
- 11. Filing of documents, correspondence
- 12. Adjournment of the meeting

The titles of these items may differ, but the essence should remain similar. This template does not apply to special meetings of Council.

- 5.4 The agenda shall be supplemented and amended as necessary, prior to its adoption, as requested by each member of Council.
- 5.5 The agenda may be amended at any time after its adoption, but only with the consent of a majority of the members of Council present.
- 5.6 All documentation required for decision-making shall be made available to members of Council no later than seventy-two (72) hours prior to the time set for the start of the meeting, unless an exceptional situation arises, or the council determines that it has the information necessary to make a decision.

ARTICLE 6 – SPECIAL MEETING

- 6.1 A special meeting of Council may be called at any time by the Mayor, the Director general and Clerk-Treasurer, or any two members of Council, by giving special written notice to all members of Council other than those calling the meeting (M.C. Section 152). Notice of meetings shall be given in accordance with the requirements of the Municipal Code (M.C. s. 156).
- 6.2 Special meetings of council shall be held on the days and at the times specified in the notice of meeting. Only business specified in the notice of meeting shall be considered unless all members of Council are present and consent (M.C. Section 153).
 - 6.2.1 Council, before proceeding with any business at such meeting, shall ascertain and record in the minutes of the meeting that notice of the meeting was served as required by law upon those members of council who are not present at the opening of the meeting.
 - 6.2.2 If it appears that notice has not been given to all absent members, the meeting shall be closed immediately.
 - 6.2.3 Failure to comply with the formalities prescribed for the convening of a Council meeting shall not be invoked when all members of Council present in the municipality have attended.

ARTICLE 7 - MINUTES

- 7.1 A copy of the minutes of the previous meeting, when ready, shall be made available to each member of Council no later than 72 hours prior to the meeting at which they are to be ratified. The Director general and Clerk-Treasurer shall then be excused from reading the minutes prior to their ratification.
- 7.2 The minutes shall be signed by the person who presided at the Council meeting. The signing of the minutes by the person presiding over the meeting confirms the agreement of the presiding officer that the contents of the minutes adequately reflect the actions and deliberations of Council at the meeting in question.

If the person presiding over the meeting (only the mayor has the right of veto and must be present) refuses to sign a resolution or by-law, and thus exercises his or her right of veto, the Director General and Clerk-Treasurer shall resubmit the resolution or by-law concerned to the next meeting of Council. If Council re-approves the said resolution or by-law (absolute majority), then the decision of Council shall be legal and valid as if it had been signed by the person presiding at the meeting with effect from the original date of adoption.

- 7.3 Any motion for a resolution of Council or the passing of a by-law must be moved by a member of Council and seconded by another member of Council before being debated or voted upon. If there is no debate or if no one requests a vote, the Chair shall declare the motion carried unanimously. (Code Morin)

The minutes of the proceedings of the Council shall not record the reasons given by the members of the Council for their vote on any proposal unless a special request is made by a member of Council to have the reasons for the decision recorded in the minutes.

- 7.4 The minutes of the proceedings of the council shall not record comments or questions (unless requested at the meeting). Only motions shall be recorded, whether in the negative or in the positive, and information concerning the departure, arrival of a member, suspension, adjournment or any other information required by law.

ARTICLE 8 – ORDER AND DECORUM

8.1 The Mayor or presiding officer shall maintain order and decorum during meetings of Municipal Council. The mayor or the presiding officer may order the removal of any person from the place where a meeting is being held who disrupts the order and decorum of the meeting, including but not limited to:

- Using foul, abusive, violent or offensive language or defaming any person;
- Shouting, heckling;
- Making noise;
- Speaking without prior permission;
- Making a vulgar gesture;
- Interrupting someone who is already speaking;
- Initiating debate with the public;
- Not following the procedure mentioned in 10.4;
- By not limiting himself to the subject under discussion;
- Not be under the influence of alcohol or drugs;

8.2 Councillors shall speak from their seats. They shall confine themselves to the subject matter of the debate and avoid personal allusions and insinuations, hurtful words and unparliamentary expressions. They shall maintain respect for other members of Council and to the public. They must also respect the Code of Ethics and Deontology in force.

ARTICLE 9 – RECORDING OF MEETINGS

9.1 The Director General and Clerk-Treasurer has the obligation to proceed with the recording of the deliberations of Council for the needs of the Municipality and to make them available to the public as soon as possible after the meeting.

9.2 At the beginning of the meeting, a media representative shall publicly identify himself or herself as a media representative for the purpose of informing the citizens present.

Only members of Council and officers assisting them and, during question period only, persons asking questions to members of council, may be captured by a photographic, video or television camera or any other image recording device in order to preserve the image rights of other citizens present.

The use of the camera must be done without disturbing the holding and the proper conduct of the meeting.

ARTICLE 10 – QUESTION PERIOD

10.1 Council meetings shall include at least two question periods, one following the adoption of the agenda and the second at the end of the meeting, when the items on the agenda are exhausted. During these periods, those present may ask questions orally to the members of Council of a public nature, on the agenda and concerning the affairs of the Municipality.

10.2 Each question period shall not exceed twenty-five (25) minutes.

10.3 The chairperson of the meeting shall conduct the question period by granting the right to speak to those who request it. The chair may end question period when he or she deems it appropriate or when all citizens have had the right to speak, even if the time allotted for question period has not expired. In this case, the president may proceed to the closing of the question period.

- 10.4 All speakers must, prior to their question:
 - a) Identify themselves by their first and last name.
 - b) In the case of a journalist, he/she shall identify him/herself by his/her first name, last name and the media outlet he/she represents.
- 10.5 All speakers must address themselves to the president of the meeting.
- 10.6 Only questions will be accepted, and they must be phrased politely, concisely, and directly.
- 10.7 Speakers shall respect order and decorum (article 8).
- 10.8 The chairperson of the meeting may refuse any question from a speaker or interrupt the speaker and withdraw the right to speak:
 - a) If the speaker is in violation of the rules;
 - b) If the question is of a frivolous or vexatious nature;
 - c) If the question exceeds the time required;
 - d) If the question is a personal attack on a member of Council or Municipal staff;
 - e) Individual file and/or in legal process
- 10.9 If a speaker is making a presentation rather than asking a question or making a comment, the Chair of the meeting may intervene and ask the speaker to put the question. Refusal to do so shall be considered a breach of the rules.
- 10.10 The Chair or any member of Council to whom the question has been directed by the Chair may answer the question at the meeting or indicate when the question will be answered.
- 10.11 The maximum time allowed to each speaker is three (3) minutes. Any speaker who, in the judgment of the chairperson of the meeting, clearly abuses the question period, either by the length of the questions and/or the number of questions asked, may be ordered to end his or her intervention and return to his or her seat.
- 10.12 The question period may be extended if two members of Council present agree to such extension, at the rate of fifteen (15) minute blocks at a time.

ARTICLE 11 – FINAL PROVISIONS

This by-law shall come into force in accordance with the law.

 Carole Robert
 Maire

 Sandra Martineau
 Directrice générale et
 Greffière-trésorière

Notice of motion:
 Adoption of the by-law:
 Publication (posting):
 Coming into force:

February 6-2023

Reference Municipal Code article 143 to 164.1.

2023-059

Notice of Motion - By-Law 2023-004 concerning the salary of elected municipal officials

Mayor Carole Robert gives notice of motion of the adoption, at a future meeting of Council, of By-Law No. 2023-004 concerning the salaries of elected municipal officials.

Draft by-law 2023-004 is tabled and presented at this sitting.

PROVINCE OF QUEBEC
MUNICIPALITY OF THE TOWNSHIP OF LOW

BY-LAW 2023-004

BY-LAW CONCERNING THE SALARY OF ELECTED MUNICIPAL OFFICIALS

Whereas the Act respecting the salaries of elected municipal officials (R.R.S.Q., c.T-11.001) determines the powers of the Council with respect to the fixing of remuneration

Whereas Council wishes to adopt a by-law concerning the salary of elected municipal officials

Whereas the territory of the Municipality of the Township of Low is already governed by a by-law on the salaries of elected municipal officials, but in the opinion of council, it is necessary to update it in order to remove the annual increase based on the CPI

Whereas, Notice of Motion of this by-law was given at a previous meeting of Council held on April 3, 2023;

The Council of the Municipality of the Township of Low, by the present by-law, orders and statutes as follows

ARTICLE 1

The preamble to this by-law is an integral part of this by-law.

ARTICLE 2

This by-law repeals and replaces by-law number 07-2018 and its amendments.

ARTICLE 3

The present by-law establishes an annual basic remuneration for the Mayor and for each Councillor of the Municipality, the whole for the fiscal year of 2023 and the following fiscal years.

ARTICLE 4

The annual basic remuneration of the Mayor is set at \$ **12,331** and that of each Councillor is set at \$ **5,432** for the fiscal year of 2023.

ARTICLE 5

In the event that the deputy mayor replaces the mayor for more than thirty days, the deputy mayor will be entitled, from that moment until the replacement ceases, to a sum equal to the remuneration of the mayor during that period.

ARTICLE 6

In addition to the above-mentioned remuneration, each elected official will be entitled to an expense allowance equal to half the amount of the remuneration, up to the maximum provided for in Article 19 of the Act respecting the remuneration of elected municipal officials.

ARTICLE 7

Subject to sections 31.0.1, 31.0.2, 31.0.4 and 31.1.1 of the Act respecting the salaries of elected municipal officials, a transitional allowance is paid to a mayor who ceases to hold his or her office, even though he or she has held it for at least twenty-four months prior to the end of his or her term of office, when the mayor is eligible to receive such an allowance under section 31 of the Act respecting the salaries of elected municipal officials.

The calculation of the transitional allowance shall be made in accordance with the Municipal Elected Officials Salary Act and for the purpose of determining the amount of the transitional allowance, the remuneration used for the calculation shall include the remuneration paid to its members by an agency of the municipality or a supra-municipal body, as those terms are defined in that Act.

	<p>In accordance with section 31.0.3 of the Municipal Elected Officials Salary Act, such person is entitled to this allowance if the total annual remuneration to which he or she was entitled as an elected official for the 24 months preceding his or her resignation was more than 20% of his or her remuneration for that same period.</p> <p>The allowance shall be paid in a lump sum no later than 90 days after the vacancy in the office of Mayor occurs.</p> <p>ARTICLE 8 The remuneration of the elected officials will be paid once a month.</p> <p>ARTICLE 9 The present by-law shall take effect on January 1, 2023.</p> <p>ARTICLE 10 The present by-law will come into force in accordance with the Law.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">Carole Robert Mairesse</td> <td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">Sandra Martineau Directrice générale et greffière-trésorière</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Avis de motion :</td> <td style="width: 40%;">April 3, 2023</td> </tr> <tr> <td>Adoption du règlement :</td> <td></td> </tr> <tr> <td>Publication :</td> <td></td> </tr> <tr> <td>Entrée en vigueur :</td> <td></td> </tr> </table>	Carole Robert Mairesse	Sandra Martineau Directrice générale et greffière-trésorière	Avis de motion :	April 3, 2023	Adoption du règlement :		Publication :		Entrée en vigueur :	
Carole Robert Mairesse	Sandra Martineau Directrice générale et greffière-trésorière										
Avis de motion :	April 3, 2023										
Adoption du règlement :											
Publication :											
Entrée en vigueur :											
2023-060	<p><u>Authorization to sign classification plan and retention schedule</u></p> <p>Whereas, pursuant to section 7 of the Archives Act (R.S.Q., c. A-21.1), every public body must establish and maintain a retention schedule for its records;</p> <p>Whereas, pursuant to the third paragraph of section 8 of this Act, every public body referred to in paragraphs 4 to 7 of the schedule must, in accordance with the regulations, submit to the Bibliothèque et Archives nationales du Québec (BAnQ) for approval its retention schedule and any changes relating to the addition of new documents or relating to documents intended to be kept permanently;</p> <p>Whereas the Municipality is a public body referred to in paragraph 4 of the schedule to this Act;</p> <p>Whereas the Municipality wishes to use the Gestion de l'application de la Loi sur les archives (GALA) system for the development and submission of its conservation rules;</p> <p>Whereas the current management plan requires an update that will be oriented towards the reference models developed by the National Archives and specifically for the municipal sector;</p> <p>IT IS PROPOSED BY Joanne Mayer SECONDED BY Maureen Rice</p> <p>AND RESOLVED THAT this municipal council authorize the Director General and Clerk-Treasurer to sign the retention schedule and any modification relating to the addition of new documents or relating to documents intended to be kept permanently, and to submit this schedule or modification to the approval of the Bibliothèque et Archives Nationales du Québec.</p> <p style="text-align: right;">Adopted unanimously</p>										
2023-061	<p><u>Agreement for the provision of FQM technical personnel</u></p> <p>Whereas the FQM has set up an engineering and infrastructure service to accompany and advise municipalities that wish to retain this service;</p>										

Whereas the Municipality wishes to carry out the planning and management of its territory, its infrastructures, and its municipal equipment and, for these purposes, use the FQM's engineering and technical expertise services;

Whereas it is necessary to conclude an agreement with the FQM for this purpose, the terms of which are applicable to all municipalities wishing to use such FQM services;

IT IS PROPOSED BY Maureen Rice
SECONDED BY Joanne Mayer

AND RESOLVED

- THAT the preamble is an integral part of the present resolution;
- THAT Council authorizes the Municipality to use the FQM's engineering and technical expertise services in order to plan and manage its territory, its infrastructures and its municipal equipment and, to this end, that the Municipality enter into an agreement with the FQM;
- THAT Ms. Sandra Martineau, Director General and Clerk-Treasurer, and Ms. Carole Robert, Mayor, be authorized to sign, on behalf of the Municipality, the agreement for the provision of technical services by the FQM applicable to all municipalities;
- THAT Mrs. Sandra Martineau, Director General, be authorized to carry out all formalities arising from this agreement.

Adopted unanimously

2023-062

Accompaniment for the professional and technical services for the redevelopment of the town hall and the construction of a fire station

Whereas the municipality has concluded an agreement with the Fédération Québécoise des Municipalités (FQM) in order to use their engineering services;

Whereas the Municipality wishes to undertake the steps for the development of the Town Hall and the construction of a fire station at 400, route 105;

Whereas the FQM has submitted an offer of service for the first steps of the project, namely:

- Step 1
 - i) Realization of a "Simplified functional and technical program" in order to define the needs and the scope of the project
 - ii) Building structure study
 - iii) Preliminary cost estimates
- Step 2 - Application for a grant for professional services
- Step 3 - Professional Services Tender Document

Whereas the bid for these steps is \$ 38 500 plus taxes, excluding the cost of the structural engineer:

Whereas a maximum of 5% of the costs can be included in an eventual borrowing by-law for the preparation of plans and specifications and that grant applications will be made in this regard to ensure the realization of the project:

IT IS PROPOSED BY Luc Thivierge
SECONDED BY Joanne Mayer

AND RESOLVED THAT this municipal council grants the mandate for professional and technical services for the redevelopment of the city hall and the construction of a fire station;

The funds will be taken from budget item 23-020-00-722, Infrastructure - Buildings.

Adopted unanimously

<p>2023-063</p>	<p><u>Travel and meal expenses for 2023</u></p> <p>Whereas Council adopted on March 6, 2023, By-Law 2023-006 delegating to municipal officials the power to authorize expenses and to enter into contracts accordingly and rules for budgetary control and follow-up;</p> <p>Whereas articles 6.4 and 6.5 dealing respectively with travel expenses - km and meal expenses mention that the amounts of reimbursements will be adopted annually by Council;</p> <p>Whereas the Government of Quebec has set the following amounts for 2023</p> <ul style="list-style-type: none"> • 0.59 per kilometer • Lunch: \$13.75 • Lunch: \$18.90 • Dinner: \$ 28.50 <p>Whereas the Municipality wishes to adopt the same reimbursement rates as the Government of Quebec for 2023;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED THAT this municipal council accepts the reimbursement rates for mileage and meals as established by the Government of Quebec for 2023.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>2023-064</p>	<p><u>Need for CLSC services in the municipality of Low</u></p> <p>Whereas CISSSO is responsible for providing essential health care to the population of the Outaouais;</p> <p>Whereas CISSSO manages CLSCs to provide community-based care;</p> <p>Whereas the Gatineau Valley consistently ranks among the lowest MRCs in Quebec for socio-economic and social health factors, demonstrating a great need for a full range of health care services, including mental health support, made even more crucial since the onset of the COVID-19 pandemic;</p> <p>Whereas, after years of closure, the doors of the Low CLSC were reopened in 2019 thanks to community activism, including pressure exerted by the municipality and the MRC de La Vallée-de-la Gatineau (MRCVG) on the CISSSO, under former directors Mr. Hébert and Ms. Fillion;</p> <p>Whereas since the reopening of the Low CLSC, staffing levels have not met the needs of the community;</p> <p>Whereas this bilingual community with an aging population needs staff capable of providing bilingual services;</p> <p>Whereas the Low CLSC is completely closed two days a week, which is attributed to lack of staff;</p> <p>Whereas, other CLSCs are given preferential treatment, with staff in Low being regularly reassigned to fill shortages elsewhere, resulting in the closure of a variety of services in Low;</p> <p>Whereas the availability of a nurse only two half days per week is inadequate for the needs of the community;</p> <p>Whereas the fact that the doors and services of the Low CLSC are locked and inaccessible two days a week is inappropriate and creates an unacceptable risk to the health of the community;</p> <p>MOVED BY Luc Thivierge SECONDED by Maureen McEvoy</p>

	<p>AND RESOLVED that the Council of the Township of Low recognize the importance of the CLSC to this community and demand that the facility be opened with the appropriate level of staff to meet the essential health and social services needs of the Township of Low and surrounding communities;</p> <p>THAT the Council of the Township of Low unanimously agree that this resolution be forwarded to</p> <ul style="list-style-type: none"> - Mr. Yves St-Onge - Acting President and CEO of the CISSS de l'Outaouais, - Marion Carrière - Complaints and Service Quality Commissioner, CISSO, - Claire Major - User Committee, CISSO; - CISSSO Board of Directors, - Christian Dubé, Minister of Health ; - Mr. Legault, Premier of the Province of Quebec, - Mr. Robert Bussière, MNA for the riding of Gatineau; - Minister responsible for the Outaouais, Mathieu Lacombe, - Lionel Carmant, Minister responsible for Social Services; - Sonia Bélanger, Minister responsible for Health and Seniors; - The MRCVG, to the municipalities of our MRC and bordering municipalities. <p style="text-align: right;">Adopted unanimously</p>
	<p>PUBLIC SECURITY</p>
	<p>PUBLICS WORKS</p>
<p>2023-065</p>	<p><u>Mandate for four years to the Union des Municipalités du Québec for the purchase of road de-icing salt (sodium chloride)</u></p> <p>Whereas the Municipality has received a proposal from the Union des municipalités du Québec (UMQ) to prepare, in its name and in the name of several other interested municipalities, a call for tenders document for a group purchase of de-icing salt for roads (sodium chloride);</p> <p>Whereas Section 14.7.1 of the Municipal Code</p> <ul style="list-style-type: none"> • allows a municipal organization to enter into an agreement with the UMQ for the purpose of purchasing materials; • specifies that the rules for the awarding of contracts by a municipality apply to contracts awarded under this article and that the UMQ undertakes to respect these rules • specifies that the present contractual process is subject to the "Regulation number 26 on the contractual management of the UMQ for its grouping agreements" adopted by the UMQ board of directors; <p>Whereas the Municipality wishes to participate in this group purchase to obtain de-icing salt for roads (sodium chloride) in the quantities necessary for its activities and according to the rules established in the tender document prepared by the UMQ, for the next four (4) years;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED</p> <ul style="list-style-type: none"> • That the preamble is an integral part of the present document as if recited in full; • THAT the Municipality confirms, as permitted by law, its membership in this purchasing group managed by the UMQ for four (4) years, that is until April 30, 2027, representing the end of the contracts for the 2026-2027 season; • THAT in order to withdraw from this group purchasing program, the Municipality must send a resolution to this effect to its Council at least thirty (30) days prior to the date of publication of the annual public call for tenders;

	<ul style="list-style-type: none"> • THAT the Municipality entrusts the Union des municipalités du Québec (UMQ) with the mandate of preparing, on its behalf and that of other interested municipalities, tender documents for the awarding of contracts for the group purchase of sodium chloride required for the activities of the Municipality (or MRC or Régie), for the winters of 2023-2024 to 2026-2027 inclusively ; • THAT the Municipality entrusts the UMQ with the mandate of analyzing the bids submitted and awarding the contracts; • THAT if the UMQ awards a contract, the Municipality undertakes to respect the terms of this contract as if it had contracted directly with the supplier to whom the contract is awarded; • THAT in order to allow the UMQ to prepare its call for tenders document, the Municipality agrees to provide the UMQ with the quantities of product it will need, by filling out, when requested, the membership form on the set date; • THAT the Municipality recognizes that the UMQ will receive, directly from the successful bidder, management fees, corresponding to a percentage of the total amount invoiced before taxes to each participant. For the 2023-2024 call for tenders, this percentage is set at 1% for municipal organizations that are members of the UMQ and at 2% for non-members of the UMQ. For subsequent calls for tenders, these percentages may vary and will be defined in the call for tenders document; • THAT ONE signed and compliant copy of the present resolution be transmitted to the Union des municipalités du Québec. <p style="text-align: right;">Adopted unanimously</p>
<p>2023-066</p>	<p><u>Transfer of lots 5 163 725 and 5 163 727 McDonald Road - Cadastral reform</u></p> <p>Whereas, following the cadastral reform, it appears that the municipality does not own a portion of McDonald Road;</p> <p>Whereas the municipality has been maintaining this road for more than ten (10) years;</p> <p>Whereas the municipality must proceed with the signature of the transfer documents with the current owners;</p> <p>Whereas the Municipality wishes to have lots 5 163 725 and 5 163 727 recognized as part of McDonald Road in accordance with section 72 of the Municipal Powers Act;</p> <p>Whereas an offer of service has been received from Me Marc Nadeau, notary, in the amount of \$ 2,000 plus taxes, plus registration fees and fees for the publication of public notices;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that Council mandate Me Marc Nadeau, notary, to undertake the transfer of the parcels of land on McDonald Road according to the procedure described in Section 72 of the Municipal Powers Act, in the amount of \$2,000 plus taxes, plus registration fees and fees for the publication of public notices;</p> <p>Authorizes the Mayor or the Acting Mayor and the Director General and Clerk-Treasurer or the Assistant Director General and Clerk-Treasurer to sign for and in the name of the Municipality of Canton de Low, all documents necessary for the implementation of this resolution.</p> <p>The funds will be taken from line item 23-040-00-721, Roads-Infrastructure.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>2023-067</p>	<p><u>Call for tenders 2023-320-001 Purchase of culverts for 2023</u></p>

	<p>Whereas the Municipality proceeded with a call for tenders by invitation to 7 contractors for the purchase of culverts for the year 2023;</p> <p>Whereas the Municipality has received the following tender:</p> <ul style="list-style-type: none"> • St-Germain égouts et aqueducs inc. \$ 24,292.74 <p>Whereas following the analysis of the tender received, the bidder is in conformity</p> <p>Whereas this amount is in conformity with the budget plan for the year 2023;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that Council award the contract for the purchase of culverts to the company St-Germain égouts et aqueducs inc. for an amount of \$24,292.74, plus taxes;</p> <p>AUTHORIZES the Mayor or Acting Mayor and the Director General and Clerk-Treasurer or the Assistant Director General and Clerk-Treasurer to sign for and in the name of the Municipality of Canton de Low, all documents necessary for the implementation of this resolution.</p> <p>The funds will be taken from budget item 23-040-12-721, TECQ - Infrastructure.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>2023-068</p>	<p><u>Call for tenders for equipment rental</u></p> <p>Whereas the Municipality proceeded with a call for tenders by invitation to 10 contractors for the rental of equipment for the years 2023 and 2024;</p> <p>Whereas the Municipality has received the following tenders:</p> <ul style="list-style-type: none"> • Aimé Fleury Trucking • Dale Ramsay • Ronald O'Connor Construction inc. • Ray A Thompson Trucking ltd <p>Whereas following an analysis of the tenders received, the conforming bidders are:</p> <ul style="list-style-type: none"> • Ronald O'Connor Construction inc. • Ray A Thompson Trucking ltd • Aimé Fleury <p>Whereas the amounts are in conformity with the budgetary planning for the year 2023;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Joanne Mayer</p> <p>AND RESOLVED THAT this municipal council grants the contract for the rental of equipment, to the companies Ronald O'Connor construction inc., Ray A Thompson Trucking ltd and Aimé Fleury Trucking in priority for the rental of equipment and that if necessary the municipality will hire other contractors without exceeding the rate submitted by its two contractors;</p> <p>Authorizes the Mayor or the Acting Mayor and the Director General and Clerk-Treasurer or the Assistant Director General and Clerk-Treasurer to sign for and in the name of the Municipality of Canton de Low, all documents necessary for the implementation of this resolution.</p> <p>The funds will be taken from 23-040-12-721, TECQ - Infrastructure.</p> <p>Lee Angus abstains from voting.</p> <p style="text-align: right;">Adopted by majority</p>
<p>2023-069</p>	<p><u>LED lighting conversion for various buildings</u></p>

	<p>Whereas the Municipality has requested prices for the replacement of lighting fixtures following deficiencies and need for improvements for the garage, the fire hall and Low's pumping station both inside and outside;</p> <p>Whereas the Municipality has received the following tender:</p> <ul style="list-style-type: none"> • Solutios <ul style="list-style-type: none"> • Municipal garage \$ 18,380.00 plus taxes • Fire hall \$ 3,185.00 plus taxes • Low water station \$ 3,300.00 plus taxes <p>Whereas a grant application will be presented to Hydro-Quebec and the municipality has planned its expenses under the PRABAM program;</p> <p>IT WAS MOVED BY Luc Thivierge SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that this municipal council grants the contract for the purchase and replacement of LED lighting fixtures to the company Solutios for an amount of \$24,865.00, plus taxes;</p> <p>Authorizes the Mayor or the Acting Mayor and the Director General and Clerk-Treasurer or the Assistant Director General and Clerk-Treasurer to sign for and in the name of the Municipality of Canton de Low, all documents necessary for the implementation of this resolution.</p> <p>The funds will be taken from budget items 23-030-00-722, Infrastructure - Buildings, 23-040-00-722, Infrastructure - Buildings and 23-050-00-722, Infrastructure - Buildings.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>2023-070</p>	<p><u>Call for tenders by invitation - calcium chloride (dust control)</u></p> <p>Whereas the Municipality proceeded with a call for tenders by invitation with 2 suppliers for the purchase of calcium chloride in flakes;</p> <p>Whereas the Municipality has received the following bids:</p> <ul style="list-style-type: none"> • Somavrac \$ 26,360.00 plus taxes • Warwick Salt \$27,760.00 plus taxes <p>Whereas following the analysis of the tenders received, the lowest bidder is in conformity;</p> <p>Whereas this amount is in conformity with the budget plan for the year 2023;</p> <p>IT WAS MOVED BY Luc Thivierge SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that Council award the contract for the purchase of calcium chloride flakes to Somavrac in the amount of \$26,360.00, plus taxes;</p> <p>AUTHORIZES the Mayor or the Acting Mayor and the Director General and Clerk-Treasurer or the Assistant Director General and Clerk-Treasurer to sign for and in the name of the Municipality of Canton de Low, all documents necessary for the implementation of this resolution.</p> <p>The funds will be taken from budget item 02-320-00-629, calcium.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p>ENVIRONMENTAL HYGIENE</p>
<p>2023-071</p>	<p><u>Financial support - Lac Sinclair Association</u></p> <p>Whereas a request for financial support has been presented by the Lac Sinclair Association in order to support environmental improvement activities</p>

	<p>Whereas the Association conducts annual water quality testing, installation of safety buoys, operation of a boat washing station and production of two newsletters containing information for the preservation of the lake's wildlife and environment</p> <p>MOVED BY Luc Thivierge SECONDED BY Maureen McEvoy</p> <p>AND RESOLVED that this municipal council authorizes the payment of a financial support of \$340.00 to the Association du Lac Sinclair.</p> <p>The funds will be taken from budget item 02-460-00-970, contribution and funding of organizations.</p> <p>Vote requested:</p> <table data-bbox="365 693 1015 873"> <tr> <td><u>For</u></td> <td><u>Against</u></td> </tr> <tr> <td>Lee Angus</td> <td>Joanne Mayer</td> </tr> <tr> <td>Luc Thivierge</td> <td></td> </tr> <tr> <td>Maureen Rice</td> <td></td> </tr> <tr> <td>Maureen McEvoy</td> <td></td> </tr> </table> <p style="text-align: right;">Adopted on division</p>	<u>For</u>	<u>Against</u>	Lee Angus	Joanne Mayer	Luc Thivierge		Maureen Rice		Maureen McEvoy	
<u>For</u>	<u>Against</u>										
Lee Angus	Joanne Mayer										
Luc Thivierge											
Maureen Rice											
Maureen McEvoy											
	<p>URBAN PLANNING</p>										
	<p>RECREATION, CULTURE AND COMMUNICATIONS</p>										
	<p>CORRESPONDANCE</p>										
	<p><u>Documents, correspondance et information</u></p> <ul style="list-style-type: none"> • <u>N/A</u> 										
	<p><u>QUESTION PERIOD</u></p> <p>Question period started at 9 :18 pm ended at 9:27 pm</p>										
	<p><u>Adjournment</u></p> <p>There being no further business, the meeting adjourned at 9:28 p.m.</p>										

Carole Robert
Mayor

Sandra Martineau
Director General and Clerk-
Treasurer

"I, Carole Robert, certify that the signing of these minutes is equivalent to the signing by me of all the resolutions contained herein within the meaning of Section 142 (2) of the Quebec Municipal Code.