

**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 February 6,2023, at 7:00pm

Chaired by the Mayor Carole Robert

Are present.

Joanne Mayer
Maureen Rice
Maureen McEvoy
Luc Thivierge
Lee Angus
Ghyslain Robert

Also present

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

Opening of the meeting

The Mayor, Carole Robert, president of the meeting, having noted that there is a quorum, declares the meeting open; it is 7:05 p.m.

2023-011

Adoption of the agenda

Meeting agenda:

1. Adoption of the agenda
2. 1st questions periods
3. Approval of the minutes
- 4. Administration**
 - 4.a) List of bills to be paid.
 - 4.b) Adoption of By-Law 2023-001 to fix the property tax rates and rates for the fiscal year and the conditions for the collection and imposition of the tax for the collection of residual materials for the year 2023.
 - 4.c) Notice of motion – By-law 2023-002 to decree capital expenditures and a loan of \$ 235,000
 - 4.d) Notice of motion – By-law 2023-003 on the internal management of Council meetings
 - 4.e) Notice of motion – By-law 2023-004 relating to the salary of elected municipal officials.
 - 4.f) Notice of motion – By-law 2023-005 on contract management
 - 4.g) Notice of motion – By-law 2023-006 delegating to municipal officials the power to authorize expenditures and to sign contracts accordingly and rules for control and budget monitoring.
 - 4.h) Notice of motion – By-law 2023-007 establishing a fund reserved for the financing of expenses related to the holding of an election.
 - 4.i) Stamp rental 60 months
 - 4.j) Legal mandate – tax arrears
 - 4.k) Cancellation of checks
 - 4.l) Heritage buildings in a site planning and architectural integration plan – Ministère de la Culture et des Communications – Assurances
 - 4.m) Request to the Ministry of Health and Social Services (MSSS) – Resources allocated to pre-hospital coverage in the Outaouais.
 - 4.n) End of probation Director General and Clerk-Treasurer
- 5. Public Safety**
 - 5.a) Volunteer firefighter hiring – Valérie Lemieux
 - 5.b) Request to the MRC de la Vallée-de-la-Gatineau for off-road rescue

	<p>5.c) Purchase thermal camera.</p> <p>6. Public Works</p> <p>6.a) Permanence Derek Murdock – general maintenance attendant</p> <p>7. 2nd Question Period</p> <p>8. Environmental hygiene</p> <p>8.a) Commitment to financial support – Village des aînés de la Vallée de la Gatineau</p> <p>8.b) Low aqueduct pump replacement</p> <p>8.c) Fieldville Water Pump Replacement</p> <p>8.c) Venosta aqueduct break - addition</p> <p>9. Urban planning</p> <p>9.a) Appointment of members of the Urban Planning Advisory Committee (CCU)- withdrawn.</p> <p>10. Recreation, culture and communication</p> <p>11. Correspondence, documents and information</p> <p>12. Adjournment</p> <p>IT IS PROPOSED BY Joanne Mayer SECONDED BY Luc Thivierge</p> <p>AND RESOLVED that this municipal council adopt the agenda.</p> <p style="text-align: right;">adopted unanimously</p>
	<p><u>1st questions period</u></p> <p>Question period started at 7:08 p.m. and ended at 7:35 p.m.</p>
<p>2023-012</p>	<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 January 9, 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 Joanne Mayer SECONDED BY Maureen McEvoy</p> <p>AND RESOLVED that Council adopt the minutes of the regular meeting held January 9, 2023.</p> <p style="text-align: right;">adopted unanimously</p>
	<p>ADMINISTRATION</p>
<p>2023-013</p>	<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 January 2023, in the amount of \$ 176 053.45.</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 Ghyslain Robert</p> <p>AND RESOLVED that this municipal council approve the list of invoices number 2023-01 in the amount of \$ 176 053.45.</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>

<p>2023-014</p>	<p><u>Adoption of By-Law No. 2023-001 to fix the property tax rates and rates for the fiscal year and the conditions for the collection and imposition of the tax for the collection of residual materials for the year 2023</u></p> <p>Whereas at a meeting of Council held on January 9, 2023, a notice of motion was given and a draft by-law was tabled for the adoption of By-law 2023-001 to fix the property tax rates and rates for the fiscal year and the conditions of collection as well as the imposition of the tax for the collection of residual materials for the year 2023</p> <p>IT IS PROPOSED BY Joanne Mayer SECONDED BY Ghyslain Robert</p> <p>AND RESOLVED that Council adopt By-Law No. 2023-001 to fix the property tax rates and rates for the fiscal year and the conditions for the collection and imposition of the tax for the collection of residual materials for the year 2023.</p> <p>he president calls for the vote.</p> <table border="0"> <tr> <td>For</td> <td>Against</td> </tr> <tr> <td>Joanne Mayer</td> <td>Maureen McEvoy</td> </tr> <tr> <td>Ghyslain Robert</td> <td>Maureen Rice</td> </tr> <tr> <td>Carole Robert</td> <td>Lee Angus</td> </tr> <tr> <td></td> <td>Luc Thivierge</td> </tr> </table> <p style="text-align: right;">Rejected on division.</p>	For	Against	Joanne Mayer	Maureen McEvoy	Ghyslain Robert	Maureen Rice	Carole Robert	Lee Angus		Luc Thivierge
For	Against										
Joanne Mayer	Maureen McEvoy										
Ghyslain Robert	Maureen Rice										
Carole Robert	Lee Angus										
	Luc Thivierge										
	<p>PROVINCE OF QUEBEC MUNICIPALITY OF THE TOWNSHIP OF LOW</p> <p style="text-align: center;">BY-LAW NUMBER 23-001</p> <p style="text-align: center;">TO FIX THE PROPERTY TAX RATES AND RATES FOR THE FISCAL YEAR AND THE CONDITIONS OF COLLECTION AS WELL AS THE IMPOSITION OF THE TAX FOR THE COLLECTION OF RESIDUAL MATERIALS FOR THE YEAR 2023</p> <p>Whereas Article 989 of the Quebec Municipal Code, any local municipality may impose and levy annually, within the limits set by the present code, by way of direct taxation, on all taxable property within the territory of the municipality, any sum of money necessary to meet administrative expenses or for any special purpose within the limits of its attributions</p> <p>Whereas Council believes it is appropriate and necessary to provide for rules relating to the property tax rate, certain rates and conditions of collection as well as the imposition of a tax for the collection of residual materials.</p> <p>Whereas notice of motion of this by-law was duly given at a regular meeting of council held on January 9, 2023, and the draft by-law was tabled at that same meeting;</p> <p>The Council of the Municipality of the Township of Low, by this by-law, orders and statutes as follows</p> <p>ARTICLE 1</p> <p>The preamble to this by-law is an integral part of this by-law.</p> <p>ARTICLE 2</p> <p>This by-law repeals and replaces by-law number 05-2022 and its amendments.</p>										

ARTICLE 3 - PROPERTY TAX RATES

That the property tax rates for the 2023 fiscal year be set as follows:

- **\$ 0.4535** per hundred dollars of assessment for the residual class;
- **\$ 0.558** per hundred dollars of assessment for the non-residential category;
- **\$ 0.4935** per hundred dollars of assessment for the six (6) and above unit class;
- **\$ 0.4535** per hundred dollars of assessment for the Registered Agricultural - operation (RAO) class;
- **\$ 0.5635** per hundred dollars of assessment for the industrial class;
- **\$ 0.4535** per hundred dollars of assessment for the forestry class;
- **\$ 0.112** per hundred dollars of assessment for the Gatineau Valley RCM's share of all classes of real property including farm and forestry.

The purpose of these taxes is to provide for budget expenses not otherwise provided for and to service the debt of by-laws that benefit all citizens.

The debt service includes the capital and interest of the following loans:

By-law number and title	Principal	Interest
Lease John Deere grader	\$ 58 071.93	\$ 5 152.59
Lease Cat Backhoe 2021	\$ 36 041.69	\$ 5 723.95
Lease two Ford F150 2021	\$ 19 151.27	\$ 2 699.77
By-Law 07-2020 Martindale Road	\$ 4 700.00	\$ 863.36
By-Law 02-2012 pumper truck	\$ 19 600.00	\$ 4 826.28

ARTICLE 4 - FIRE SAFETY FEES

That the taxation for the fiscal year 2023 shall include the following fees:

- **\$ 98.00** per vacant lot (excluding private roads);
- **\$ 98.00** per property on the assessment roll on which a building of any kind is located, except non-residential and 4 or more dwelling units;
- **\$ 260.00** per building of 4 or more dwelling units and non-residential.

These rates provide for 50 % of the expenses related to fire safety.

ARTICLE 5- SURETÉ DU QUÉBEC FEES

That the taxation for the fiscal year 2023 includes the following rates:

- **\$ 115.00** per vacant lot (excluding private roads);
- **\$ 115.00** per property registered on the evaluation roll on which is located a building of any nature whatsoever, except non-residential and of 4 dwellings or more;
- **\$ 250.00** per building of 4 or more dwelling units and non-residential.

These rates provide for expenses related to the public security service of the Sureté du Québec.

ARTICLE 6 - LOCAL IMPROVEMENT

That for the fiscal year 2023, there be imposed and levied on the properties served by the local improvements mentioned in the following by-laws, a tax at a rate sufficient to provide for the capital and interest of said by-laws and according to their provisions:

By-law number and title	Principal	Interest
By-Law 005-2014 Chemin de la Rive	\$ 12 800.00	\$ 7 114.06

ARTICLE 7 - FEES FOR THE COLLECTION OF RESIDUAL MATERIALS

That for the fiscal year 2023, an amount is imposed and levied, on all taxable properties located on the territory of the Municipality of the Township of Low, to provide for the collection of residual materials of:

- **\$ 556** per unit, is imposed on all immovables with 5 dwelling units or less and registered on the current assessment roll;
- **\$ 556** per unit, is imposed on all immovables of the class Commerce of category 1 and registered on the assessment roll in force;
- **\$ 1,120** per unit, is imposed on all immovables of the class Commerce of category 2 and registered on the current assessment roll;
- **\$ 1,668** per unit, is imposed on all immovables of the class Commerce of category 3 and registered on the current assessment roll;
- **\$ 2,224** per unit, is imposed on all immovables of the class Commerce of category 4 and registered on the current assessment roll;
- **\$ 2,780** per unit, is imposed on all immovables of the class Commerce of category 5 and registered on the assessment roll;
- **\$ 3,336** per unit, is imposed on all immovables of the class Commerce of category 6 and registered on the assessment roll;
- **\$ 3,892** per unit, is imposed on all immovables of the class Commerce of class 7 and registered on the assessment roll;
- **\$ 4,448** per unit, is imposed on all immovables of the class Commerce 8 and registered on the assessment roll;
- **\$ 4,448** per unit, is imposed on all schools registered on the assessment roll.

ARTICLE 8 - WATER RATES

That for the fiscal year 2023, there is imposed and levied, on all taxable properties served by the waterworks (Low, Venosta, Fieldville) on the territory of the Municipality of the Township of Low, an amount to provide for the supply of drinking water:

- **\$ 500.80** per unit, is imposed on all residential properties served;
- **\$ 321.65** per unit shall be levied on all registered farm buildings;
- **\$ 666.10** per unit is imposed on all non-residential properties;
- **\$ 1,166.90** per unit is levied on buildings containing a residence and a business;

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- **\$ 3,037.50** per unit is levied on arenas;
 - **\$ 240.58** per unit for shut-off valves;
 - **\$ 477.72** per dwelling unit; is imposed on all buildings with 6 or more dwellings;

ARTICLE 9 - TRAILER FEE

That for the fiscal year 2023, the following fees are imposed and levied on all trailers permanently installed on vacant land:

- **\$ 472.60** per trailer for the collection of residual materials;
- **\$ 50.00** per trailer for septic sludge treatment;
- **\$ 30.00** per trailer annual flat fee;
- **\$ 10.00** per month per trailer to a maximum of **\$ 90.00** annually;

ARTICLE 10 - TERMS OF PAYMENT

Property taxes shall be paid in a single payment.

However, where the amount of the property taxes is equal to or greater than \$300.00, they may be paid, at the option of the debtor, in one (1) payment or in four (4) equal payments.

The single payment or first payment of the property taxes shall be made on or before the thirtieth (30th) day after the account is mailed;

The second (2nd) installment shall be paid on or before the sixtieth (60th) day after the first installment is due;

The third (3rd) instalment shall be paid on or before the sixtieth (60th) day after the second (2nd) instalment is due;

The fourth (4th) instalment must be paid no later than the sixtieth (60th) day following the due date of the third (3rd) instalment;

ARTICLE 11 - INTEREST RATE ON ARREARS

Unpaid balances shall bear interest at the rate of fifteen percent (15%) per annum from the time they become due.

A penalty of 0.5% of the unpaid principal per full month of delay, to a maximum of 5% per annum, shall be added to the amount of taxes due.

A fee of \$25.00 shall apply for NSF cheques.

ARTICLE 12

The masculine gender is used in the present by-law without discrimination and includes the feminine gender.

ARTICLE 13 - COMING INTO FORCE

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

Carole Robert
Mayor

Sandra Martineau
Director General and Clerk-
Treasurer

Notice of Motion: 9 January 2023
Adoption of the by-law : 6 February 2023
Publication (posting) : 7 February 2023
Coming into force : 7 February 2023

2023-015

Notice of Motion - By-Law 2023-002 to decree capital expenditures and a loan of \$235,000

Councillor Ghyslain Robert gives notice of motion of the adoption, at a future meeting of Council, of By-Law 2023-002 decreeing capital expenditures and a loan of \$235,000.

Draft By-Law 2023-002 was tabled and presented at this sitting.

**PROVINCE OF QUEBEC
MUNICIPALITY OF THE TOWNSHIP OF LOW**

**BORROWING BY-LAW 2023-002
TO DECREE CAPITAL EXPENDITURES AND A LOAN OF \$ 235, 000**

Whereas the Municipality of the Township of Low wishes to avail itself of the power under the second paragraph of Article 1063 of the Quebec Municipal Code

Whereas the purchase of vehicles and for the development of various municipal parks are necessary

Whereas the notice of motion was duly given at the council meeting held on February 6, 2023 and that the draft by-law was tabled at this same meeting;

Council decrees the following:

ARTICLE 1

The preamble forms an integral part of the present by-law.

ARTICLE 2

Council is authorized to make capital expenditures for the purchase of vehicles and for the development of various municipal parks for an amount of \$ 235,000 as per the estimates provided in Annex A, prepared by Mrs. Sandra Martineau, Director general and clerk-treasurer, which forms an integral part of the present by-law.

ARTICLE 3

In order to pay for the expenses stipulated in the present by-law, Council is authorized to borrow an amount of \$ 52,000 over a period of 5 years and \$ 183,000 for a period of 10 years.

ARTICLE 4

In order to provide for the expenses incurred with regards to the interests and the reimbursement in capital of the annual due dates of the loan, it is by the present by-law imposed and will be levied, annually, during the term of the loan, on all taxable properties located on the Municipality's territory, a special tax at a sufficient rate as per their value as shown on the valuation role in effect each year.

ARTICLE 5

Council allocates to the reduction of the loan decreed in the present by-law, any contribution or grant which could be paid for the payment of part or all of the expense decreed by the present by-law.

Council also allocates, for the payment of part or all of the debt service, any grant payable over several years. The repayment term of the loan corresponding to the amount of the grant will be automatically adjusted to the period set for the payment of the grant.

ARTICLE 6

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

 Carole Robert
 Mayor

 Sandra Martineau
 Director General and Clerk-
 Treasurer

Notice of motion:
 Adoption of the by-law :
 Register:
 Adoption by the MAMH
 Coming into force:

February 6, 2023

APPENDIX A - BY-LAW 2023-002
 ESTIMATE

Description	Term	Total
Hybrid utility vehicle-urban planning		52 000 \$
Total term 5 years		52 000 \$
Public Works service van		83 000 \$
Developments Parks		100 000 \$
Total term 10 years		183 000 \$
Total		235 000 \$

Prepared by Mrs. Sandra Martineau.

 Mrs. Sandra Martineau
 Director general and clerk treasurer

2023-016

Notice of Motion - By-law 2023-003 on the internal management of Council meetings

Councillor Joanne Mayer gives notice of motion of the adoption, at a future meeting of Council, of By-law 2023-003 on the internal management of Council meetings.

Draft by-law 2023-003 was tabled and presented at this sitting.

CANADA

**PROVINCE OF QUEBEC
MUNICIPALITY OF THE TOWNSHIP OF LOW**

BY-LAW 2023-003

**BY-LAW RESPECTING THE INTERNAL MANAGEMENT OF COUNCIL
MEETINGS**

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;

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;

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 January 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 Room, 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 In accordance with the Municipal Code, where a quorum is not present, any two members of Council may adjourn the meeting 30 minutes after the lack of quorum has been established. The time of the 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 Director general 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 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. He/she states the proposals submitted, 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.
- 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. They must also respect the Code of Ethics and Deontology in force.
- 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 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.
- 4.11 The Director general and Clerk-Treasurer may, at the request of the Chair, give such advice, comment, or suggestion on any matter under consideration.
- 4.12 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
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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.

- 4.13 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).
- 4.14 Votes shall be given orally and at the request of a member of Council and shall be recorded in the book of proceedings. The chairperson of the meeting may vote but is not required to do so.
- 4.15 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.
- 4.16 Every member of Council, except the Presiding Officer, shall be required to vote (except 4.12) under penalty of law.
- 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 all members of council 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. Environmental Health
8. Health and welfare
9. Planning, urbanism and development
10. Recreation and culture
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.

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- 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).
- 6.3 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.
- 6.4 If it appears that notice has not been given to all absent members, the meeting shall be closed immediately.
- 6.5 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
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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.

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.

- 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.

ARTICLE 9 – RECORDING OF MEETINGS

- 9.1 Only a voice recording will be tolerated.

- 9.2 Any media representative shall sign an agreement to comply with the following conditions;

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

b) Only members of Council and officers assisting them and, during question period only, persons asking questions of 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.

c) The use of the device must be done within the perimeter provided for this purpose

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

For the purposes of this section, a media representative is a person who holds a valid press card issued by the Fédération professionnelle des journalistes du Québec.

- 9.3 Notwithstanding Article 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.

ARTICLE 10 – QUESTION PERIOD

- 10.1 Council meetings shall include at least one question period during which 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 20 minutes.
- 10.3 Any person wishing to ask a question must register on the register provided for this purpose. Only those persons who have registered will be allowed to speak during question period. If there is time left, and when the list of registered persons is exhausted, any other intervener may ask a question, until the question period is over.
- 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 use appropriate and respectful language and avoid offensive preambles or comments.
- 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.
- 10.9 If a speaker is making a presentation rather than asking a question or making a comment, the Chair of the meeting may interrupt 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 a majority of the 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
Mayor

Sandra Martineau
Director General and Clerk-
Treasurer

Notice of motion: February 6, 2023
Adoption of the by-law:
Publication (posting):
Coming into force:

Reference Municipal Code article 143 to 164.1.

2023-017

Notice of Motion - By-law 2023-004 respecting the salaries of elected municipal officials

Councillor Maureen Rice 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 was tabled and presented at this sitting.

**PROVINCE OF QUEBEC
MUNICIPALITY OF TOWNSHIP OF LOW**

BY-LAW 2023-004

RELATING TO THE SALARIES OF ELECTED MUNICIPALS OFFICIALS

Considering that the *Act respecting the remuneration of elected officials* (RLRQ, c.T-11.001) determines the powers of the Council with regards to the determination of remuneration;

Considering that the Council wishes to adopt a by-law regarding salary of elected municipal officials:

Considering that the territory of the municipality of the Township of Low is already governed by a by-law on the remuneration of elected municipal officials, but that, in the opinion of Council, there is a need to update said by-law and to make it more in line with contemporary realities;

Considering that a notice of motion of this by-law was given at a previous meeting of this council held on February 6, 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 2022 and the following fiscal years.

ARTICLE 4

The annual basic remuneration of the mayor is set at **\$12 500** and that of each Councillor is set at **\$5 500** 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 shall be entitled, from that time until the replacement ceases, to an amount equal to the Mayor's remuneration 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 shall be paid to a Mayor who ceases to hold office, even though he or she has held that office for at least the twenty-four months preceding the end of his or her term of office, where 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.

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.

This allowance shall be paid in a lump sum no later than ninety days after the vacancy in the office of Mayor.

ARTICLE 8

The remuneration of the elected officials shall be paid once a month.

ARTICLE 9

The present by-law takes effect as of January 1, 2023.

ARTICLE 10

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

Carole Robert
Mayor

Sandra Martineau
Director general
and Clerk-Treasurer

Notice of motion : February 6,2023
Adoption of the by-law :
Publication :

2023-018

Notice of Motion - By-Law 2023-005 on contract management

Councillor Luc Thivierge gives notice of motion of the adoption, at a future meeting of Council, of By-law 2023-005 on contract management.

The draft by-law 2023-005 was tabled and presented at this sitting.

**PROVINCE OF QUEBEC
MUNICIPALITY OF THE TOWNSHIP OF LOW**

BY-LAW 2023-005 ON CONTRACTUAL MANAGEMENT

Considering that the contract management policy was adopted on February 7th, 2011, in accordance with article 938.1.2 of the *Quebec Municipal Code (C.M.)*;

Considering that this article was replaced on January 1st, 2018, and that the law now requires municipalities to adopt a by-law on contractual management;

Considering that the Municipality's contractual management policy has become, by the modifications of this article, a by-law as of January 1st, 2018;

Considering that the contract management by-law dating from 2011 must be revised in order to integrate the new measures.

Considering that this regulation must provide for at least seven (7) types of measures, namely:

1. measures promoting compliance with applicable laws that are designed to combat bid rigging;
2. Measures to ensure compliance with *the Lobbying Transparency and Ethics Act* (R.S.Q., c. T 11. 011) and the *Code of Conduct for Lobbyists* (R.S.Q., c. T-11.011, r. 2)
3. Measures to prevent acts of intimidation, influence peddling or corruption.
4. Measures to prevent conflict of interest situations.
5. Measures to prevent any other situation that could compromise the impartiality and objectivity of the bidding process and the management of the resulting contract.
6. Measures to control the making of any decision that has the effect of authorizing the amendment of a contract.
7. Measures to promote the rotation of potential contractors with respect to contracts involving an expenditure of \$25,000 or more, but less than the threshold requiring a public call for tenders (article 935 of the *C.M.*) and which may be awarded by mutual agreement.

Considering that this by-law may also provide for the rules for the awarding of contracts which involve an expense of \$ 25,000 or more, but less than the threshold requiring public tenders, as permitted by the 4th paragraph of article 938.1.2 of the C.M. which may vary according to specific categories of contracts;

Considering that this by-law meets an objective of transparency and sound management of public funds and that it must be distributed as widely as possible so that those affected by this by-law are aware of its objectives and the consequences in the event of non-compliance;

Considering that a notice of motion was given on February 6th, 2023, and that a draft by-law was also presented at this meeting;

CONSEQUENTLY, Council decrees the following:

Article 1 – Preamble

The preamble forms an integral part of this by-law.

Article 2 - Purpose of the regulation

The purpose of this by-law is:

To provide measures for the awarding and management of contracts granted by the Municipality, in accordance with article 938.1.2 of the C.M.

To provide rules for the awarding of contracts involving an expenditure of at least \$25,000, but less than the threshold requiring public tenders under Article 935 of the C.M. (\$121,200 on October 7, 2022).

To assure the taxpayers that the sums spent for the acquisition of goods and services are spent in such a way as to seek the best possible goods or services at the best possible price according to the context of the markets and according to the needs, while respecting the principles of transparency and sound management that they are entitled to expect from their representatives.

Article 3 – Definitions

In this by-law, the following words or expressions mean

Successful bidder: Any bidder having obtained a contract with the municipality by invitation or by call for tenders.

Call for tenders: A call for public or invitational tenders required by articles 935 and following of the M.C. but does not include requests for quotations made when a call for tenders is not required by law or this by-law.

Selection Committee: A group of persons appointed to evaluate the quality of a tender against objective criteria identified by law, by-law or tender documents.

Council: The Municipal Council of the Municipality of the Township of Low

contract by mutual agreement" means a written agreement outlining the terms and conditions between the municipality and a counterparty for the purchase, lease or sale of property, services or construction from which an obligation of a monetary nature arises and which has not been subject to a written or public invitation to tender.

Employee: An employee of the Municipality of the Township of Low including, but not limited to, an officer, professional or other employee whether unionized or not.

Local Supplier: A supplier, insurer or contractor having its head office, place of business or subsidiary within the Municipality.

Regional supplier: Supplier, insurer or contractor having its head office, an establishment or a subsidiary on the Outaouais territory and preferred based on proximity.

Tenderer: any person or company that submits an offer during a call for tender's process.

Municipality: The Municipality of the Township of Low or any person authorized to act on its behalf.

Article 4 - Application

The application of the present by-law is under the responsibility of the Director General and Secretary-treasurer of the Municipality. The latter is responsible for the preparation of the report that must be submitted annually to Council concerning the application of the present by-law, in accordance with article 938.1.2 of the *C.M.*

This by-law applies to any contract entered into by the municipality, including a contract that is not referred to in one of the paragraphs of the first subparagraph of paragraph 1 of section 935 or in section 938.0.2 of the *C.M.*

This by-law does not apply to employment contracts.

This by-law applies regardless of who awards the contract, whether it is Council or any person to whom Council has delegated the power to spend and contract on behalf of the Municipality.

It is binding on bidders, suppliers and any other person who, by their actions, seeks to enter into a contract with the Municipality.

Article 5 - Rules for the awarding of contracts

The Municipality respects the rules of contracting provided for in the laws that govern it, including the *C.M.* In particular:

- a) it proceeds with invitations to tender when the law or the by-law adopted under article 938.0.1 of the *C.M.* imposes such a call for tenders, unless specific provisions to the contrary are provided for in this by-law.
- b) it shall proceed by public tender in all cases where a public tender is required by law or by the by-law adopted pursuant to section 938.0.1 of the *M.C.*
- c) it may proceed by mutual agreement in any case where it is permitted to do so by law or by this by-law.

Nothing in this by-law shall have the effect of limiting the ability of the Municipality to use any method of competition for the awarding of a contract, whether by public tender, by invitation or by request for quotation, even if it may legally proceed by mutual agreement.

5.1 Type of contracts

5.1.1 Insurance

Price (including taxes)	Method of awarding	Responsible for authorizations
Less than the minimum threshold requiring public tenders	By mutual agreement	Council resolution

Greater than or equal to the minimum threshold for public tendering	According to laws and regulations	Council resolution
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If insurance is obtained through a pool, it is not necessary to go through the above process.

5.1.2 Construction, Supply and Service Contract

A **construction contract** is a contract for the construction, reconstruction, renovation, repair or demolition of a building or civil engineering work such as site preparation, excavation, blasting, supply of products and/or materials, rental of equipment and machinery for the purpose of carrying out the work, provided that the work is provided for in the contract and is related to the contract, as well as the installation and repair of fixed equipment for a building or civil engineering work.

Supply contract means a contract for the purchase or rental of movable property, in which charges may be included for the installation, operation and maintenance of the property, as well as any equipment rental contract with a purchase option (lease).

Service contract means a contract for the provision of services in which parts or materials required for such provision may be included.

Price (including taxes)	Method of award	Delegation (Including taxes)	Authorization Authority
Less than the minimum threshold requiring public tendering	By mutual agreement	Less than \$5,000	Coordinator Foreman
		Less than \$10 000	Assistant Department Manager
		Less than \$15 000	Department Director
		Less than \$25 000	Director general and Assistant Director General
	Written invitation (minimum 2)	\$25,000 or more above the minimum threshold for public tendering	Council Resolution
Greater than or equal to the minimum threshold requiring public tenders	According to the laws and regulations		Council Resolution

Although contracts under \$25,000 may be awarded by mutual agreement, it is still recommended that a minimum of two bids be obtained where possible and where it would be more advantageous to the municipality.

In the case of an urgent situation (which is not an emergency measure decree) requiring an expenditure exceeding the threshold of a request for quotation, the Director General may proceed to award the contract by mutual agreement up to the minimum threshold requiring a call for public tenders.

5.1.3 Exclusive Practice Professional Services

Exclusive Practice Professional Service Contract means a contract for the provision of exclusive practice professional services which, by-law or regulation, may only be rendered by a physician, nurse, dentist, pharmacist, veterinarian, engineer, land surveyor, chartered accountant, lawyer or notary.

Price (including taxes)	Method of award	Delegation (including taxes)	Authorization Authority
Less than the minimum threshold requiring public tendering	By mutual agreement	Less than \$5,000	Coordinator Foreman
		Less than \$10 000	Assistant Department Manager
		Less than \$15 000	Department Director
		Less than \$25 000	Director general and Assistant Director General
	Written invitation (minimum 2)	\$25,000 or more above the minimum threshold for public tendering	Council Resolution
Greater than or equal to the minimum threshold requiring public tenders	According to the laws and regulations		Council Resolution

Although contracts under \$25,000 may be awarded by mutual agreement, it is still recommended to obtain at least two bids from professionals when possible and when it would be more advantageous for the municipality.

5.2 Other Considerations for mutual agreement Contracts

5.2.1 Purchasing Groups

Notwithstanding section 5.1 and for reasons of sound management and economy, it may be advantageous to join a purchasing group, an RCM, a group of municipalities or a group of organizations to conclude a contract. Any membership of the municipality in a purchasing group must be previously authorized in accordance with the delegation of authority in 5.1.

The purchase of computer equipment will be done through the supplier of the computer equipment service contract on the condition that the supplier offers the public sector prices as defined by the call for tenders of the Government of Quebec.

5.2.2 Mutual agreement contract with a non-profit organization, an association or a cooperative

When the municipality enters into a contract by mutual agreement with a non-profit organization, association or cooperative, subcontracting is prohibited, except on an incidental basis, and the organization undertakes to provide the bulk of the services from its own resources. Unless the contracting rules in section 6.1 are followed.

5.2.3 Local Purchasing

The Municipality wishes to favour local suppliers, Quebec goods and services as well as suppliers, insurers and contractors having a place of business in Quebec secondarily, and this, within the limits permitted by the C.M.

a) Local supplier

The Municipality may award a contract to a local supplier who may not have provided the lowest price, provided that his offer does not exceed 5% more than the lowest price submitted by another supplier.

If there is no local supplier meeting the criteria of the preceding paragraph, the Municipality may award a contract to a regional supplier who has not necessarily provided the lowest price, provided that his offer does not exceed 5% more than the lowest price submitted by another supplier.

b) Purchases that promote economic and social development

The Municipality may award a contract to a supplier who is a Quebec social economy enterprise according to the principles of section 3 of the Social Economy Act (RLRQ, c. E-1.1.1) and who has not necessarily provided the lowest price, provided that his offer does not exceed 5% more than the lowest price submitted by another supplier.

c) Purchases of Quebec goods and services

The Municipality may award a contract to a supplier, insurer or contractor whose goods are produced or assembled in Quebec or whose services related to this contract are provided by suppliers, insurers or contractors having an establishment in Quebec and who have not necessarily provided the lowest price, provided that their offer does not exceed 5% more than the lowest price submitted by another supplier.

5.2.4 Right not to award the contract

In the event that the proposed price deviates significantly from the Municipality's estimate or if the bids submitted are unreasonable, disproportionate or obviously too low, the Municipality reserves the right not to award the contract.

5.2.5 Withdrawal of a Bid after Opening

In the context of a written request for quotation as well as an invitational or public call for tenders, the Municipality considers that a tender constitutes a commitment that must be respected by the tenderer. The Municipality considers that it has no advantage to allow the withdrawal of a tender once it has been opened. For these reasons, the Municipality does not allow, in its tender documents, the withdrawal of a tender by a bidder after the opening.

5.2.6 Method of awarding

When awarding a contract, one of the following methods of award shall apply:

Best Quality:

Award of the contract to the bidder offering the highest final score following a quality evaluation. The quality criteria are established in advance in the bid documents and disclosed to the invited suppliers.

Or

Lowest Price:

Awarding the contract on the basis of the lowest price. For this purpose, the municipality may provide that the lowest bid price be determined by taking into account the total acquisition cost, which is based on quantifiable and measurable elements identified prior to the solicitation of bids. The total acquisition cost shall include any additional costs not included in the bid price that would be incurred by the Municipality over the useful life of the goods or services acquired, including installation, maintenance, support and training costs, as well as the costs of any other item deemed relevant to the need to be filled.

Article 6 - Measures to promote the rotation of potential co-contractors when awarding contracts by mutual agreement involving an expenditure of at least \$25,000, but less than the threshold requiring a public call for tenders (Measure 7)

When awarding private contracts involving an expenditure of at least \$25,000, but less than the threshold requiring a public call for tenders, the Municipality must aim to involve

as many businesses as possible from among those able to meet its needs by encouraging rotation among potential co-contractors, when possible. Rotation should not, however, be at the expense of sound management of public expenditures.

Rotation may be carried out, among other things, according to the following principles:

- The degree of expertise required.
- The quality of the work, service, materials already provided or delivered to the Municipality.
- The time frame for execution/delivery
- The quality of the goods, services or work required
- The geographical location of the supplier in relation to the goods, services or work to be performed (less travel)
- Preparation of a list of suppliers according to the category of contract
- Call for interest from potential suppliers
- Any other criteria deemed relevant

Unless there are special circumstances, the person responsible for managing the contract fills out, as far as possible, the analysis form found in *appendix 6*.

Article 7 - Measures to Promote Compliance with Applicable Laws Against Bid-Rigging (Measure 1)

7.1 Mandatory reporting of collusion, rigging, influence peddling, intimidation, and corruption.

Any member of Council or civil servant to whom a situation of collusion, rigging, influence peddling, intimidation and corruption is brought to his or her attention, or if he or she witnesses such a situation, must report it to the person responsible for applying this by-law or, if the situation in question concerns this person, to the Assistant Director General of the Municipality.

7.2 Confidentiality and Discretion

Members of Council and employees of the Municipality must, within the framework of any call for tenders or awarding of a contract, even before or after the said process, exercise discretion and maintain, as far as possible, the confidentiality of information known to them concerning such a process.

They must therefore refrain at all times from disclosing the names of potential or actual bidders until the said bids have been opened.

Obligation of confidentiality of agents and consultants charged with drafting documents or assisting the Municipality in the call for tender's process.

Where applicable, any agent or consultant retained by the Municipality to draft tender documents or to assist the Municipality in such a process must, to the extent possible, maintain the confidentiality of his or her mandate, of any work carried out within the framework of this mandate and of any information brought to his or her knowledge within the framework of its execution.

To this end, any agent or consultant must, before undertaking his or her mandate, complete, sign and submit to the Municipality the confidentiality agreement provided for in Schedule 1 of this by-law.

Article 8 - Measures to ensure compliance with *the Lobbying Transparency and Ethics Act* and the *Code of Conduct for Lobbyists* (Measure 2)

8.1 Retention of information relating to an influential communication

Council members and public servants must keep, as the case may be, in paper or electronic form, all documents, such as agendas, e-mails, telephone reports, letters, minutes of meetings, presentation documents, offers of services, faxes, etc., relating to any influential communication made by the Council. relating to any

communication of influence made by a person to them, whether or not this communication was made in compliance with the *Lobbying Transparency and Ethics Act* (RLRQ, c. T-11.011), the *Code of Conduct for Lobbyists* (RLRQ, c. T-11.011,r.2) or the notices of the Lobbyists Commissioner.

8.2 Declaration regarding lobbying activities carried out with the Municipality.

Every tenderer must attach to his tender a declaration solemnly stating that neither he nor any of his collaborators, representatives or employees has engaged in any communication of influence for the purpose of obtaining the contract in contravention of the *Lobbying Transparency and Ethics Act* or, if such a communication of influence has taken place, that it has been made after any registration has been made in the Lobbyists Registry when required under the Act. This declaration shall be made on the form set out in Schedule 2.

Article 9 - Measures to prevent intimidation, influence peddling or corruption (Measure 3)

9.1 Declaration of absence of collusion and attempt to influence a selection committee

Every bidder must attach to its bid a declaration (Appendix 2) in which it states that, to its knowledge and following serious verification, neither it, nor any employee, officer, director or shareholder of its company has attempted to communicate with a member of the selection committee, if any, with a view to influencing it or obtaining information relating to the call for tenders.

The Bidder must also declare that it has prepared its bid without collusion and without having communicated or made any agreement or arrangement with any competitor.

The Tenderer must also declare that there has been no agreement or arrangement with a competitor with respect to prices, methods, factors or formulas for establishing prices, the decision to submit a Tender or not to submit a Tender, the submission of a Tender that does not meet the specifications of the Invitation to Tender, directly or indirectly, prior to the earlier of the time of the official opening of the Tenders or the award of the contract.

9.2 Advantages to a civil servant, officer, member of the council, selection committee

It is strictly forbidden for a bidder, a supplier or a buyer to make offers, donations, payments, gifts, remuneration or any other advantage to an official, member of Council or the selection committee, except as provided for in the various codes of ethics of the Municipality.

Article 10 - Measures to Prevent Conflict of Interest (Measure 4)

10.1 Declaration of Interest by City Officials

Within days following the opening of bids or the awarding of a contract, municipal employees associated with the conduct and preparation of a bidding process or the awarding of a contract must complete and provide a declaration (*appendix 3*) to declare family ties, business ties and pecuniary interests, if any, with bidders who have submitted bids on the awarding of a contract that they have had to prepare or manage.

10.2 Declaration of interest of the Tenderer

When submitting a bid, a bidder must make a statutory declaration (*appendix 2*) indicating whether he/she personally, or through his/her directors, shareholders or officers, has any family, financial or other ties likely to create an appearance of conflict of interest, whether directly or indirectly, with members of Council or officials of the Municipality.

10.3 Relationship to a Bidder

The existence of a link between a bidder and a member of Council, an official of the Municipality does not result in the automatic rejection of the bid. The Municipality reserves the right to take any measure permitted by the Act, if it deems that the conflict of interest is of such intensity as to warrant awarding the contract to another bidder.

Article 11 - Measures to Prevent Other Situations that May Compromise the Impartiality and Objectivity of the Bid Solicitation Process and the Management of the Resulting Contract (Measure 5)

11.1 Loyalty

Any member of Council, official of the Municipality must refrain at all times from using his or her functions to favour the awarding of a contract to a particular bidder.

11.2 Selection of Invited Bidders

The Municipal Council delegates to the Director general and to the directors of the various departments the authority to select the invited bidders within the framework of an invitation to tender. This is to allow persons with the best knowledge of the need to participate in the selection of bidders.

11.3 Delegation of Authority to Appoint Selection Committee Members to Analyze Bids

In order to maintain the confidentiality of the identity of the members of the selection committee, Municipal Council delegates to the Director general or Assistant Director general the authority to appoint any member of the selection committee responsible for analyzing the tenders in the context of a call for tenders using criteria other than price alone, in accordance with the prescribed process.

11.4 Appointment of a Secretary

In order to assist and supervise, when required, the work of the members of a selection committee responsible for analyzing certain tenders, an employee of the Municipality shall act as secretary to the selection committee. The secretaries of the selection committees shall be appointed by the Director General or the Assistant Director General.

11.5 Statutory Declaration by Committee Members and Secretary

The members and the secretary of a selection committee must, before the committee meets, complete and provide a declaration (*appendix 4 or 5*). This declaration provides, among other things, that the committee members will judge the bids submitted by the bidders without bias, favour or ethical consideration and that they will proceed with an individual analysis of the quality of each compliant bid received, prior to the evaluation by the selection committee.

The committee members and the committee secretary shall also affirm that they will not, under any circumstances, disclose the mandate entrusted to them by the Municipality, that they will maintain the secrecy of the deliberations, that they will take all appropriate precautions to avoid placing themselves in a potential conflict of interest situation and that they will not have any direct or indirect interest, pecuniary or not, real or apparent, in the call for tenders. If they fail to do so, they formally undertake to declare their interest and to terminate their mandate.

11.6 Transmission of information to bidders

A person responsible for information to bidders, whose function is to provide administrative and technical information concerning the current call for tenders to potential bidders, is designated for each call for tenders. Any questions or comments regarding the bidding process or the subject matter of the contract being solicited must be addressed in writing only to the designated Bidder Information Officer, whose contact information appears in the bidding documents, or in the absence of the Bidder Information Officer, to the designated alternate.

This person must be an employee of the Municipality and not be appointed as a

member of the selection committee for the evaluation of tenders, if applicable.

In addition to providing administrative and technical information, the person in charge is the only one who can issue addendums within the framework of the call for tender's process for which he is designated or in the absence of his designated replacement. He must ensure that he provides and gives access to bidders to impartial, uniform, equal information and eliminate any favouritism and ensure that free competition has been preserved throughout the process.

11.7 Site Visit

The Municipality wishes to limit site visits to projects that are of a scope that cannot be accurately described in the tender documents. These visits will only be conducted by appointment with the tender document holders. These visits will be conducted on an individual basis.

The person in charge of information to bidders is the person designated to supervise the visits. He may mandate the person he wishes to accompany the visitors when he deems it appropriate. In this case, the person mandated must sign a declaration to the effect that he/she recognizes that he/she cannot communicate any information or comments to the visitors and that he/she undertakes to respect the confidentiality of the identity of these visitors.

Visitors are invited to communicate their questions and comments to the Information Officer. The Information Officer will issue a response addendum to communicate the relevant information to all potential bidders.

Article 12 - Measures to control the making of any decision that has the effect of authorizing the amendment of a contract (Measure 6)

The Municipality may not amend a contract awarded following a call for tenders, except in the case where the amendment constitutes an accessory to the contract and does not change its nature.

For any request to amend a contract for an amount greater than the delegation authorized under the delegation of powers by-law in effect, the person responsible for the project must present a written request indicating the reasons justifying the amendment and submit it to the Director General and the Director of the department involved, if applicable. They shall make a recommendation to Municipal Council as appropriate. A resolution of Council is required when the cumulative number of changes exceeds the delegated authority.

Article 13 - Performance Evaluation

The Municipality may provide in its tender documents that it reserves the right to conduct a performance evaluation of the successful bidder following the completion of the subject matter of the contract. The person identified in the tender documents as the responsible party is automatically designated to conduct the performance evaluation.

The successful tenderer may, at his or her discretion, provide comments to the Chief Administrative Officer following receipt of a performance evaluation under this by-law and report the comments and recommendation to the members of Council.

An unsatisfactory performance evaluation may result in the Municipality refusing any tender from a contractor or supplier who, during the two (2) years preceding the date of the opening of tenders, has been the subject of an unsatisfactory performance evaluation.

Article 14 – Whistleblowing

Any member of Council, civil servant of the Municipality, as well as any other person working for the Municipality, involved in the preparation of contractual documents or in

the awarding of contracts, must denounce, as soon as possible, the existence of any derogation to the measures set out in articles 7 to 13 of the present by-law, either by a legal person, company or enterprise likely to conclude a contract with the Municipality.

A member of Council makes this denunciation to the Director General and Secretary-Treasurer; the Director General and Secretary-Treasurer to the Mayor; the civil servants and any other person working for the Municipality, to the Director General and Secretary-Treasurer. When the denunciation directly or indirectly involves the Mayor or the Director General and Secretary-Treasurer, the denunciation is made to the one who is not involved. If both are involved, the denunciation shall be made to the Acting Mayor, or another member of Council not involved. The person receiving the report shall treat it with diligence and take appropriate action based on the nature of the situation reported.

Article 15 – Sanctions

15.1 Sanctions for the civil servant

The obligations imposed by this by-law are an integral part of any employment contract between the Municipality and a civil servant. Any contravention of the present by-law is therefore subject to disciplinary sanctions modulated according to the principle of the gradation of sanctions and according to the seriousness of the contravention committed by the civil servant. A contravention of this by-law by an employee may result in suspension without pay, dismissal, discharge or termination of contract.

15.2 Sanctions for Contractor, Agent, Consultant or Supplier

Any contractor, agent, consultant, supplier or purchaser who contravenes this by-law or the content of a declaration signed by him/her in application of this by-law may have his/her contract unilaterally terminated and be removed from the list of suppliers of the Municipality constituted for the granting of contracts by mutual agreement or by invitation, for a possible period of five (5) years.

15.3 Sanctions for the Tenderer

Any tenderer who, directly or indirectly, contravenes the obligations imposed on him by the present by-law or the content of a declaration signed by him in application of the present by-law may have his tender rejected if the breach reproached is of a serious nature, unilaterally terminate the contract already awarded and have his name removed from the list of suppliers of the Municipality, constituted for the awarding of contracts by mutual agreement or by invitation, and this, for a possible period of five (5) years.

15.4 Penalties

No person shall contravene or permit the contravention of any provision of this by-law.

Any person who knowingly contravenes or permits the contravention of Sections 7 to 13 of this by-law is guilty of an offence and is liable to a fine in the amount of \$5,000 to \$30,000 in the case of an individual and \$15,000 to \$100,000 in the case of a corporation, regardless of any other action that may be taken by Municipal Council.

In the case of a repeat offence, the minimum and maximum fines shall be doubled.

In all cases, court and out-of-court costs shall be added to the fine in accordance with applicable legislation.

If the offence is continuous, this continuity constitutes, day by day, a separate offence and the fine enacted for this offence may be imposed for each day that the offence lasts.

Article 16 - Information Document

The Municipality shall publish, on its website, the information document relating to contract management attached in Annex 8, so as to inform the population and potential contractors of the measures taken by the Municipality within the framework of the present by-law.

Article 17 - Enactment and Replacement

This by-law replaces the contract management policy adopted on February 7, 2011, under resolution number 021-02-2011

Article 18 - Coming into force

This by-law shall come into force on the day of its adoption by the Municipal Council.

Carole Robert
Mayor

Sandra Martineau
Director general and clerk treasurer

Notice of motion: February 6,2023
Adoption of the bylaw:
Publication (posting):
Coming into force:

APPENDIX I

CONFIDENTIALITY UNDERTAKING BY SERVICE PROVIDERS AND/OR CONSULTANTS

Title of the tender:...
Bid Number:...

(Hereinafter referred to as "SUPPLIER" or "CONSULTANT")

PREAMBLE

WHEREAS, in accordance with the Municipal Code of Quebec and the contract management by-law adopted by municipal council resolution number 2023-XXX on XXXX 2023, the Municipality of the Township of Low must, within the framework of the development, awarding process and management of the contracts it grants or concludes, keep certain information confidential;

WHEREAS, as of, 2023, a service contract has been entered into between the Municipality of the Township of Low and the SUPPLIER or CONSULTANT for the purpose of drafting tender documents and assisting the Municipality of the Township of Low in this process or other type of mandate;

WHEREAS, in the course of its contract performed on behalf of the Municipality of the Township of Low, the SUPPLIER or CONSULTANT may have access to, become aware of, use and create various items of information of a confidential nature and for which the Municipality is required by law to maintain confidentiality.

WHEREAS the Municipality of the Township of Low agrees to disclose various items of information of a confidential nature to the SUPPLIER or CONSULTANT, and the SUPPLIER or CONSULTANT agrees to have access, knowledge, use and create various items of information of a confidential nature, in accordance with the terms and conditions set forth in this Undertaking (hereinafter referred to as "this Undertaking")

WHEREAS PROVIDER or CONSULTANT desires to confirm its undertaking in writing.

AS A RESULT OF THE FOREGOING, SUPPLIER OR CONSULTANT AGREES AS FOLLOWS:

1. Preamble

The preamble is an integral part of this Undertaking.

2. Subject Matter

2.1 Disclosure of Confidential Information

When required by the requirements of the awarded contract, but always at its sole discretion, the Municipality of the Township of Low agrees to disclose to the PROVIDER or CONSULTANT various items of information of a confidential nature that are proprietary to the Municipality of the Township of Low or inherent to the awarded contract or entrusted to it in the course of a tendering process (hereinafter collectively referred to as "the Confidential Information" or "Confidential Information" in accordance with the terms and conditions set out in this Commitment.

2.2 Treatment of Confidential Information

Being likely to have access to, become aware of, use and create various items of Confidential Information in the course of its contract with the Municipality of the Township of Low, the PROVIDER or CONSULTANT agrees to treat such Confidential Information in accordance with the terms and conditions set forth in this Commitment.

3. Consideration

3.1 Duty of confidentiality

For good and valuable consideration, including but not limited to the continuation of its contract, the payment of remuneration arising out of the performance of its contract, and other benefits that may arise from such contract, the SUPPLIER or CONSULTANT covenants and agrees with the Municipality of the Township of Low to:

- a) Keep secret and not disclose any confidential information.
- b) Take and implement all appropriate measures to maintain the secrecy of the confidential information.
- c) Not to disclose, communicate, transmit exploit, use or otherwise make use, for its own benefit or for the benefit of others, of the Confidential Information, in whole or in part, other than in accordance with this Undertaking and for the purposes set out herein.
- and -
- d) Comply with each and every applicable provision of this Commitment.

3.2 Duration of Confidentiality Obligation

SUPPLIER's or CONSULTANT's obligation of confidentiality shall remain in effect:

- a) For the duration of the contract awarded by the Township of Low;
- b) For an unlimited period following the end of the contract awarded by the Municipality of the Township of Low, with respect to any confidential information relating to the mandate awarded or the tendering process or any other information required to be protected and not disclosed by the Municipality of the Township of Low under the laws applicable to the Municipality of the Township of Low in this regard as well as under its Contract Management By-law.

3.3 Return of Confidential Information

Upon completion of the contract awarded, the SUPPLIER or CONSULTANT agrees and undertakes to the Municipality of the Township of Low to:

- a) Deliver upon request to the Municipality of the Township of Low, at the Municipality of the Township of Low's Town Hall or at such other place as may be designated by an authorized representative of the Municipality of the Township of Low, all confidential information in its possession; and
- b) In this context, not to retain any reproduction (copy, photocopy, draft, summary or otherwise), in whole or in part, in any medium whatsoever, of all or any part of the confidential information unless such information is to be preserved in accordance with a law, standard or code of ethics to be followed by the PROVIDER OR CONSULTANT.

4. Penalties for Failure to Comply with this Agreement

If the SUPPLIER or CONSULTANT fails to comply with one or more of the provisions of this Undertaking, in whole or in part, it shall be subject to one or more of the following sanctions, in addition to those provided by law and without prejudice to any other rights or remedies of the Municipality of the Township of Low:

- a) Cancellation of access rights to the Confidential Information covered by this Undertaking and the equipment containing the Confidential Information.
- b) Termination of the contract with the Municipality of the Township of Low.
- c) Removal of the name of the SUPPLIER or CONSULTANT from the Municipality of the Township of Low's list of suppliers.
- d) Imposition of a monetary penalty of \$..... payable from the time the Municipality of the Township of Low became aware of the breach of this Undertaking.

5. Effective Date of Agreement

This Undertaking shall become effective upon the conclusion of the contract for the preparation of the tender documents and/or assistance to the Municipality of the Township of Low in this process between the Municipality of the Township of Low and the SUPPLIER or CONSULTANT.

In the event that such date is subsequent to the execution of this undertaking, this undertaking shall become effective upon execution.

Signed at _____ on this _____ 202__.

CONTRACTOR or CONSULTANT

Name

Signature

APPENDIX 2

BIDDER'S DECLARATION

Tender title:...

Tender Number:...

I, the undersigned, in submitting the attached tender or offer (hereinafter called the "Tender") to the Municipality of the Township of Low (hereinafter called the "Municipality")

For _____

(name and tender number)

Declares the following and certifies that these statements are true and complete in all respects.

I declare on behalf of _____ that:
(name of bidder hereinafter referred to as the "bidder")

- 1) I have read and understand the contents of this declaration.
- 2) I am aware that the attached bid may be disqualified if the statements contained in this declaration are not true or complete in all respects.
- 3) I am aware that the contract, if awarded to me, may be terminated if the statements contained in this declaration are not true or complete in all respects.
- 4) I am authorized by the Bidder to sign this Declaration and to submit the attached Bid on its behalf.
- 5) All persons whose names appear on the attached bid have been authorized by the bidder to set the terms and conditions therein and to sign the bid on its behalf.
- 6) For purposes of this statement and the attached bid, I understand that the word "competitor" means any organization or person, other than this bidder:
 - a) Who has been invited by the RFP to submit a bid.
 - b) Who could potentially submit a Bid as a result of the Invitation to Tender on the basis of their qualifications, skills or experience.

7) Bidder declares the statements that apply (check only the appropriate boxes):

- (a) that I have prepared this bid without collusion and without having communicated or made any agreement or arrangement with any competitor

(b) that I have prepared this bid after having communicated or entered into an agreement or arrangement with one or more competitors and disclose in the attached document all details relating thereto including the names of the competitors and the reasons for such communications, agreements or arrangements;

8) Without limiting the generality of the foregoing in Section 7 (a) or (b), I represent that there has been no communication, agreement or arrangement with any competitor with respect to:

- (a) prices;
- (b) the methods, factors or formulas for establishing prices; or
- (c) the decision whether or not to submit a bid.
- (d) the submission of a bid that does not meet the specifications of the tender.
- (e) except as specifically disclosed in accordance with Section 7 (b) above.

9) In addition, there has been no communication, agreement or arrangement with any competitor with respect to the details of the quality, quantity, specifications or delivery of the goods or services covered by this tender, except as specifically authorized by the Municipality or specifically disclosed in accordance with Section 7 (b) above.

10) The terms and conditions of the attached tender have not been and will not be intentionally disclosed by the tenderer, directly or indirectly, to any competitor prior to the earlier of the time of the official opening of tenders or the award of the contract, unless required to do so by law or required to be disclosed in accordance with Section 7 (b).

11) I declare that, to the best of my knowledge and after due diligence, no attempt to influence, influence or unduly pressure or obtain information relating to a call for tenders from the selection committee has been made at any time by me, any of the Tenderer's employees, officers, directors, partners or shareholders in the event that such committee is responsible for studying our tender.

12) The bidder declares (check the appropriate box):

(a) no lobbying activities have been conducted by or on behalf of the Respondent.

I declare that I have not engaged in and no one has engaged in lobbying activities on behalf of the Respondent, whether as an enterprise lobbyist, consultant lobbyist or organization lobbyist, within the meaning of the *Lobbying Transparency and Ethics Act* (R.S.Q., c. T 11 011) and the notices issued by the Lobbyists Commissioner, with respect to the process preceding this Request for Proposal.

(b) Lobbying activities have been carried out by or on behalf of the bidder.

I declare that lobbying activities within the meaning of the *Lobbying Transparency and Ethics Act* (R.S.Q., c. T -11 011) and the notices issued by the Lobbyists Commissioner have been carried out by the Respondent or on its behalf with respect to the process preceding this public call for tenders and that they have been carried out in compliance with this Act, these notices and the Code of Conduct for Lobbyists.

13) I declare (check the appropriate box for your situation):

- (a) I personally, nor any of the directors, shareholders, partners or officers of the Respondent, have any family, financial, business or other relationship that could create the appearance of a conflict of interest, directly or indirectly, with any member(s) of Council, officer(s) of the Municipality;
- (b) that I personally, or through the Bidder's directors, shareholders, partners or officers, have any family, financial or other relationship that could create the appearance of a conflict of interest, directly or indirectly, with any of the following council members, officer(s) of the municipality.

Full name

Position

Signature

Date

Witness

APPENDIX 3

DECLARATION OF INTEREST OF A PUBLIC SERVANT

I have family ties, pecuniary interests or business ties with the following legal persons, companies or businesses that are suppliers or bidders to the Municipality in the call for tender's process or the awarding of a contract:

(Insert tender number and title):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Employee's first and last name

Signature of employee

Date

APPENDIX 4

STATEMENT BY SELECTION COMMITTEE MEMBER

Title of tender :

Bid Number:

I, the undersigned, _____ member of the selection committee duly appointed by the Director general, the Assistant Director general or the Finance Department of the Municipality of the Township of Low to proceed with the qualitative evaluation of the bids in the above-mentioned call for tenders (hereinafter "the call for tenders");

Declare the following and certify that these statements are true and complete in all respects.

- 1) I undertake, in the exercise of the office entrusted to me, to judge the bids submitted by the bidders without bias, favor or consideration, according to the ethics;
- 2) I also undertake to conduct an individual quality analysis of each compliant bid received, prior to evaluation by the selection committee.
- 3) I undertake not to divulge in any way the mandate entrusted to me by the Municipality of the Township of Low and to maintain the secrecy of the deliberations of the committee.
- 4) I declare that I will take all appropriate precautions to avoid placing myself in a situation of real or potential conflict of interest and that I have no direct or indirect interest in the call for tenders, failing which, I formally undertake to declare my interest and to terminate my mandate.

I have read and understand the contents of this declaration.

First and last name of committee member

Signature of committee member

Date

APPENDIX 5

STATEMENT BY THE COMMITTEE SECRETARY

Title of tender: ...

Tender number: ...

I, the undersigned, _____ secretary of the selection committee duly appointed to this position by the Director General, the Assistant Director General or the Finance Department of the Municipality of the Township of Low in order to assist, as defined in the Municipality's Contract Management By-law the selection committee in the exercise of its duties under the Quebec Municipal Code and the Municipality's Contract Management By-law in the qualitative evaluation of bids in the above-mentioned call for tenders (hereinafter the "call for tenders"):

Declares the following and certifies that these statements are true and complete in all respects.

- 1) I undertake not to divulge in any way the mandate entrusted to me by the Municipality and to maintain the secrecy of the deliberations made in committee.
- 2) I declare that I will take all appropriate precautions to avoid placing myself in a situation of real or potential conflict of interest and that I have no direct or indirect interest in the call for tenders, failing which, I formally undertake to denounce my interest immediately and to terminate my mandate.
- 3) I have reiterated to the members of this selection committee the importance of declaring any real or potential conflict of interest situation and they have all answered that they are not in such a situation.

I have read and understand the contents of this declaration.

Secretary's first and last name

Signature of Secretary

Date

**APPENDIX 6
ANALYSIS FORM FOR THE CHOICE OF PROCUREMENT METHOD**

Needs of the Municipality		
Purpose of the contract		
Specific objectives (desired savings,quality, environment,etc.)		
Estimated value of expenditure (including renewal options)		Duration of contract
Target market		
Target region		Number of known firms
Is participation by all known firms desirable		Yes <input type="checkbox"/> No <input type="checkbox"/>
If not justify		
Estimated cost of preparing a bid		
Other relevant information		
Procurement method selected		
OTC	<input type="checkbox"/>	Invited bidding <input type="checkbox"/>
Request for quotation	<input type="checkbox"/>	Open public bidding <input type="checkbox"/>
Regional public bidding	<input type="checkbox"/>	
In the case of a direct contract, have the measures in the Contract Management Regulations to encourage rotation been considered?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what measures were involved?		
If not, what is the reason rotation is not considered?		
Signature of person responsible		
First name, last name	Signature	Date

APPENDIX 7 - PERFORMANCE EVALUATION

1 IDENTIFICATION OF THE MUNICIPALITY DIRECTOR		
Name of director and department:		
Address :		
Telephone :	Fax :	
Email		
Name of person responsible for the contract:		
2 IDENTIFICATION OF CONTRACTOR OR SUPPLIER		
Name :		
Address :		
Telephone :	Fax :	
Email :		
Name of person in charge :		
3 CONTRACT IDENTIFICATION		
Contract number :		
Project summary description :		
Industry :		
Professional services :	<input type="checkbox"/>	Construction work : <input type="checkbox"/>
Services of a technical nature:	<input type="checkbox"/>	Procurement : <input type="checkbox"/>
Contract start date :	Expected contract end date :	
4 PERFORMANCE EVALUATION		
		SUGGESTED CRITERIA JUSTIFICATION (DETAIL REASON)
Unsatisfactory performance with respect to:		
Delivery conditions	<input type="checkbox"/>	
Quality of human and /or physical resources	<input type="checkbox"/>	
Quality of communications and collaboration	<input type="checkbox"/>	
Timeliness of delivery	<input type="checkbox"/>	
Quality of services rendered or compliance of the property	<input type="checkbox"/>	

Compliance with the obligations and requirements of the specification	<input type="checkbox"/>	
Any other criteria deemed relevant	<input type="checkbox"/>	
Overall rating :	Satisfactory : <input type="checkbox"/>	Unsatisfactory : <input type="checkbox"/>
Action taken to correct identified problem:		
Comments on evaluation (if applicable):		
Name and title of person who completed the evaluation:		
Signature :		Date :
Name and title of the director of the department		
Signature:		Date:

APPENDIX 8

BACKGROUND

The Municipality has adopted By-law 22-005 on contract management which provides for measures to

- Promote compliance with applicable laws aimed at combating bid-rigging.
- Ensure compliance with the Lobbying Transparency and Ethics Act (R.S.Q., c. T-11.011) and the Code of Conduct for Lobbyists (R.S.Q., c. T-11.011, r. 2).
- Prevent acts of intimidation, influence peddling or corruption.
- Prevent situations of conflict of interest.
- Prevent any other situation likely to compromise the impartiality and objectivity of the request for estimate or tender process and the management of the resulting contract.
- To oversee the making of any decision that has the effect of authorizing the amendment of any contract.
- To promote, to the extent possible and in accordance with the criteria and principles set out in the by-law, the rotation of potential contractors with respect to contracts involving an expenditure of at least \$25,000, but less than the threshold decreed by the Minister, and which may be entered into by mutual agreement by the Municipality pursuant to the by-law.

This by-law can be consulted by clicking on the link below:

Any person who intends to enter into a contract with the Municipality is invited to read the Contract Management By-law and to contact the Director General and Secretary-Treasurer if they have any questions in this regard.

In addition, any person who has information concerning the non-respect of any of the measures contained therein is invited to inform the Director General and Secretary-Treasurer or the Mayor. If necessary, the latter will take the appropriate measures or forward the complaint and documentation to the competent authorities.

<p>2023-019</p>	<p><u>Notice of motion - By-law 2023-006 delegating to municipal officers the power to authorize expenses and to enter into contracts accordingly and rules for budgetary control and monitoring</u></p> <p>Councillor Joanne Mayer gives notice of motion of the adoption, at a future meeting of Council, of By-Law No. 2023-006 delegating to municipal officers the power to authorize expenses and to enter into contracts accordingly and rules for budgetary control and follow-up.</p> <p>Draft By-Law 2023-006 was tabled and presented at this sitting.</p>
	<p>PROVINCE OF QUEBEC MUNICIPALITY OF THE TOWNSHIP OF LOW</p> <p style="text-align: center;">BY-LAW 23-006</p> <p style="text-align: center;">BY-LAW DELEGATING TO MUNICIPAL OFFICERS THE POWER TO AUTHORIZE EXPENSES AND TO ENTER INTO CONTRACTS CONSEQUENTLY AND RULES FOR THE CONTROL AND FOLLOW-UP OF THE BUDGET</p> <p>Considering that Council, as per Article 961.1 of the <i>Quebec Municipal Code (R.S.C. c.C-27.1)</i> may adopt a by-law in order to delegate to one or more officials of the Municipality, the power to authorize expenses and to enter into contracts in the name of the Municipality;</p> <p>Considering that Council considers that it is in the interest of the Municipality to revise By-law 001-2018 - budgetary control and follow-up rules;</p> <p>Considering that in order to facilitate current operations, it is desirable to delegate this power to certain officials, considering that notice of motion has been given;</p> <p>Considering that notice of motion was given on February 6th, 2023 and that a draft by-law was also presented at this meeting.</p> <p>CONSEQUENTLY, Council decrees as follows:</p> <p>Article 1 - Interpretation</p> <p>The powers, privileges and duties conferred by this by-law on the designated officials do not reduce, nullify or limit the powers, privileges and duties otherwise conferred on them by the Act.</p> <p>This by-law applies to any appropriation attributable to financial or investment activities of the current fiscal year as defined in the by-law enacting the budgetary control and monitoring rules in force.</p> <p>The necessary credits must be approved prior to their allocation for the realization of related expenses as stipulated in Article 961 of the Quebec Municipal Code.</p> <p>The following words mean:</p> <p>Council: The Municipal Council of the Municipality of the Township of Low.</p> <p>Official: An employee of the Municipality of the Township of Low, including but not limited to an officer, professional or other employee whether unionized or not.</p>

Municipality: The Municipality of the Township of Low or any person authorized to act on its behalf.

Article 2 - Application

- 2.1 Council delegates to all officials referred to in the first paragraph of Section 3 the power to authorize expenditures, sign contracts and authorize payment in accordance with Council approved budgets and funding. All amounts in this by-law shall be considered inclusive of applicable taxes.
- 2.2 Notwithstanding the generality of the foregoing, the following expenditures are excluded from the jurisdiction of the officials and must be authorized by Council:
 - a) Inter-municipal agreements and any other agreement with a level of government.
 - b) Agreements with promoters or developers who incur expenses for the Municipality
 - c) Lease agreements for a term of more than five years (including renewals) for buildings or land owned by a third party or the Municipality, as well as any such lease agreement for an amount exceeding five thousand dollars (\$5,000.00) annually.
 - d) grants to non-profit organizations in excess of five thousand dollars (\$5,000.00);
 - e) claims for damages in excess of ten thousand dollars (\$10,000.00);
 - f) for any contract previously awarded by the appropriate municipal authority where the cumulative amount of additional work or contingencies exceeds the lesser of ten percent (10%) of the contract awarded or twenty five thousand dollars (\$25,000.00); in the event that a major contract is awarded, Council may by resolution increase the maximum of twenty five thousand dollars (\$25,000.00) for that contract only.
 - g) contracts or expenses that may commit the responsibility or finances of the Municipality beyond the simple amounts appearing in the said contract and that exceed the authorized delegation limits
 - h) acquisition of real property, easements and other land rights.

Article 3 - Delegation to officials

- 3.1 The officers (or their acting or alternate officers) occupying the positions identified below may authorize the expenditures referred to in the first paragraph of Article 2, subject to the maximum amounts indicated below and subject to the following paragraphs:

Director General	\$25,000.00
Assistant Director General	\$25,000.00
Department Directors	\$15,000.00
Foreman - coordinator	\$5,000.00

- 3.2 The delegation of power provided for in this by-law is subject to the following conditions:
 - the expense is necessary for the proper functioning of the Municipality's activities.
 - the rules for the awarding of contracts provided for in the Municipal Code of Quebec and the Contract Management By-law in effect apply to any contract granted by virtue of the present by-law.
 - the expense does not commit the Municipality's credit for a period extending beyond the current fiscal year.

- the expenditure is provided for in the budget estimates for the current year, unless the authorization comes from the Director General.
- the authorization of expenses granted to an official of the Municipality is confirmed by the affixing of his or her initials or signature on the purchase order or invoice concerning this expense.

3.3 In the event of a disaster or major breakdown of equipment or infrastructure serving the population or for public security purposes, the Director General or in his absence, the Assistant Director General, is authorized to make any expenditure necessary to preserve life or health, to protect public and private property, as well as any action to counter crime or any other public mischief.

Expenditures made, as well as any payments to the Canadian Red Cross, in connection with any event that may or may not require an emergency declaration are not subject to the expenditure limits set out in this by-law.

Article 4 - Election and Referendum

The granting of a contract for the following matters and, where applicable, the authorization of expenditures related to this contract are delegated to the Director General and Clerk-Treasurer

- the organization of an election.
- the organization of registration processes and referendum polls referred to in Title II of the Act respecting elections and referendums in municipalities (R.S.Q., chapter E-22), the Municipal Code of Québec, the Act respecting land use planning and development (R.S.Q., chapter A-19) or any other Act.

Article 5 - Human Resources

5.1 Municipal Council shall delegate to the Director general the authority to:

- modify the organizational chart, provided that such modification does not result in the creation or abolition of a department or the modification of its field of activities.
- to create a permanent position.
- to abolish or modify a permanent position.
- to proceed with the description and evaluation of personnel functions.

5.2 The Director general, Assistant Director general or Electoral Officer shall have the authority to hire a person and to grant the necessary contracts, in the following cases:

- for temporary employment and to fix the remuneration in accordance with the collective agreements or salary grids.
- for temporary employment of trainees or students, within the framework of their studies, whether paid or not.
- for casual employment under a government program to which the municipality has subscribed, for the duration of the said program.
- for the hiring of election personnel

5.3 The Director General or Assistant Director General may hire, without regard to the prescribed limit, any regular employee whose purpose is to permanently fill a vacant position provided for in the staffing plan, with the exception of an employee who is not an employee within the meaning of the Quebec Labour Code

5.4 The Director general or Assistant Director general may hire, without regard to the prescribed limit, any employee whose purpose is to fill a position provided for in the staffing plan that is vacant on a temporary basis as a result of a movement of personnel, illness, or any other reason that prevents the regular incumbent from occupying the position. This exception also applies to a position normally occupied by an employee who is not an employee within the meaning of the Quebec Labour Code.

5.5 To the extent that funds are authorized in the budget and available, the Director general or the Assistant Director general may hire, without regard to the limit prescribed in this by-law:

- Any temporary employee of the blue collar and white-collar groups
- Any summer student employee

5.6 Subject, where applicable, to the provisions of the employment contract or collective agreement in force, the imposition of a disciplinary measure on an employee, with the exception of dismissal or suspension, is delegated:

- 1) To the Director general, for any employee under his authority
- 2) To the Department Directors, for any employee under his direct authority.

Notwithstanding the foregoing, the Director general is authorized to suspend an employee from duty with pay. The Director general shall immediately report the matter to council and the council shall decide the disposition of the suspended employee after investigation.

Article 6 - Payments and Authorized Expenditures

6.1 Council authorizes the Director general and the Assistant Director general to make payments for the following expenses:

1. Replenishment of petty cash
2. Heating
3. Contracts
4. Agreements
5. Annual dues
6. Electricity
7. Inter-municipal agreements
8. Bills for which suppliers offer a discount
9. Maintenance and rental fees
10. Bank charges, principal and interest on loans
11. Travel expenses (amount set annually by resolution)
12. Material and equipment expenses
13. Telephone, Internet and postage costs
14. Propane, gasoline, diesel, heating oil
15. Court orders **up to \$10,000**
16. Gatineau Valley RCM share
17. By-laws
18. Insurance Reimbursements
19. Settlement of any employee's accounts upon termination
20. Refunds of Permits or Security Deposits Subject to Permit
21. Refunds of overpaid taxes

22. Refunds of activity fees (Revenue - Expenses)
23. Refunds for professional development or conference fees
24. Reimbursement of any expenses incurred by an employee on behalf of the Municipality
25. Remittance of various payroll deductions
26. Remuneration of council members
27. Resolutions passed by Council
28. Remuneration of municipal officers and employees including overtime
29. Tenders approved by Council
30. Refund of Bid Deposit
31. Payment of credit cards
32. Any expenses arising from a settlement
33. Any expenses arising from a provincial or federal statute, or any by-laws made under the authority of such statute

6.2 Any cumulative additional work not exceeding the lesser of ten percent (10%) of the cost of the contract awarded by the appropriate authority or fifty thousand dollars (\$50,000.00) requires, in the cases indicated below, the approval of the following officials:

1° when, for each amendment or modification related to the contract, the amount does not exceed ten thousand dollars (\$10,000.00): the Director of the Department.

2° when the amount of each amendment or modification related to the contract exceeds ten thousand dollars (\$10,000.00): the Director of the Department and the Director General or Assistant Director General.

6.3 When the additional work related to a contract has been the subject of a resolution by the competent municipal authorities, the basis for calculating the ten percent (10%) must take into account all the amounts that have been the subject of a resolution. In addition, any resolution related to the acceptance of additional work allows for a new ten percent (10%) or fifty thousand dollars (\$50,000.00) equivalent to the adjusted calculation base as mentioned above.

6.4 For travel expenses - mileage, it is recommended that a municipal vehicle be used whenever possible when traveling outside the city. If no vehicle is available, a personal vehicle or a rental car may be used, depending on the most economical solution for the Municipality. Carpooling is strongly recommended, or reimbursement may be denied. Mileage will be calculated from City Hall. The amount of reimbursement per kilometre shall be adopted by resolution annually.

6.5 Meal expenses for training, conventions and other events shall be reimbursed upon presentation of invoices. The amount of reimbursement per meal (breakfast, lunch, dinner) shall be adopted by resolution annually.

6.6 Reimbursement of expenses incurred through petty cash is limited to \$50.00 plus tax upon presentation of receipts. Advances of money to any person are prohibited.

Article 7 - Budgetary Controls and Monitoring

7.1 The appropriations required for the financial, operating and investment activities of the Municipality must be approved by the Municipal Council prior to their allocation

to the realization of the related expenses. This approval of appropriations shall take the form of a vote of appropriations expressed in the following ways.

a) The adoption by Municipal Council of the annual budget estimates or supplementary estimates or amendments thereto.

b) The adoption by Municipal Council of a borrowing by-law.

c) The adoption by Municipal Council of a resolution or by-law by which appropriations are made from surplus revenues, accumulated surplus, financial reserves or restricted funds.

7.2 The Directors are responsible for the management of and compliance with the budget estimates within their responsibilities. In this regard, each Director shall ensure, when preparing the budget estimates for each fiscal year, that the budget estimates cover expenditures to be incurred or already incurred and which must be charged to financial, operating and investment activities.

7.3 In order to be made or committed, any expenditure must be duly authorized by Council, the Director General, an authorized official or a person responsible for a budgetary activity in accordance with this by-law, after verification of the availability of the necessary credits.

7.4 Every employee of the Municipality is responsible for applying and respecting the present by-law as it relates to him or her. Every person responsible for budgetary activities shall comply with this by-law when authorizing an expenditure under his or her responsibility before it is incurred or made. He/she may only authorize expenditures within his/her jurisdiction and commit his/her budgeted funds for the purposes for which they are intended.

7.5 The Executive Director is responsible for the application and maintenance of this by-law. He/she shall ensure that adequate internal controls are put in place and maintained to ensure the application and respect of this by-law by all employees of the Municipality.

7.6 Once a month, a list of paid and payable invoices shall be submitted to Council for approval. The Director General shall also file a list of all contracts awarded by mutual agreement that he has authorized.

7.7 An expenditure that exceeds the amount authorized under Section 3.1 of this by-law shall not be split so that it can be authorized by more than one employee or so that it can be authorized more than once.

Article 8 - Exercise of Spending Authority

8.1 No expenditure may be made or incurred without the required authorizations and within the limits set out in Section 3.1 of this by-law.

8.2 The official must verify the available credits, by ensuring that the expenditure is provided for in the budget for the current fiscal year and for the purposes for which it is allocated in accordance with municipal accounting standards, that is, that the credits are available for the appropriate budgetary activity. An accounting system check must be performed.

Any authorization of an expenditure commitment that extends beyond the current fiscal year must be preceded by a verification of available appropriations for the portion chargeable in the current fiscal year. When preparing the budget for each fiscal year, each budget activity manager shall ensure that his or her budget covers expenditures that have been previously incurred and are to be charged to the financial activities of the subsequent fiscal year. The Director general shall ensure that the necessary appropriations for such expenditures are properly budgeted.

8.3 If the audit of available appropriations shows a shortfall in the budgetary activity concerned, excluding appropriations for budgetary items associated with remuneration and employer contributions, or if the expenditure is not provided for in the budgetary activity, the person responsible for the budgetary activity must demonstrate the justification for the request for a budgetary transfer.

8.4 In all cases, the Director General is authorized to reserve or limit the exercise of the power delegated to any official of the Municipality by virtue of the present by-law.

8.5 No expenditure can be made without a requisition, purchase order or resolution.

8.6 In case of emergency, and in the impossibility of reaching the Director General or Assistant Director General to obtain a verbal authorization, the civil servant may make the expense even if it exceeds his delegation of power as provided for in Article 3.1. He must however inform the Director General or Assistant Director General as soon as possible.

8.7 A requisition is mandatory for any purchase and must include the following elements.

- a) The nature and purpose of the expenditure
- b) The reasons justifying the expenditure
- c) The names of the suppliers contacted, and the prices submitted
- d) The budget item allocated to the expense
- e) The approval of the Department Director
- f) The authorization of the Director General or Assistant Director General to the effect that the credits are sufficient for the expense when required
- g) Prior authorizations, if required
- h) The signature of the civil servant requesting the expense and confirming that it is essential to the operation of the department concerned

The requisition may take various forms such as a prescribed form, e-mail, offer from the supplier. The requisition must be attached to the purchase order and the latter will be approved according to the delegation in effect.

8.8 No requisition or purchase order is required for the following expenses listed in section 6.1 with the exception of numbers 3, 8, 12, 17, 27, 29, 31 and 32.

8.9 The applicant or the department concerned is responsible for transmitting the purchase order to the supplier.

8.10 The employee requesting an expense is responsible for the receipt and verification of the merchandise, products received, or service rendered. Upon receipt of the invoice, the director of the department concerned shall sign the invoice confirming

that the goods or services are in order and that the Finance and Procurement Department can proceed with the payment of the invoice.

- 8.11 The invoice should reflect the purchase order. If it does not, an explanation must be included on the purchase order explaining the discrepancies. Any supporting documentation may be requested by Finance and Purchasing.

Article 9 - Payment Procedure

- 9.1 All invoices paid or to be paid shall be presented monthly to Council for approval at a regular meeting.
- 9.2 The invoice sent for payment must include the purchase order number, delivery order (if available) and any other information deemed relevant.
- 9.3 The municipal administration may proceed with the payment of invoices for the expenses provided for in article 6.1. All other invoices will be paid following the approval of the list by the Council as provided in 9.1.

Article 10 - Budgetary Follow-up and Accountability

- 10.1 Every person responsible for a budgetary activity must regularly monitor his or her budget and immediately report to the Finance and Procurement Department as soon as he or she anticipates a budgetary variation that exceeds the limit provided for in the present by-law. He/she must justify or explain in writing any unfavourable budget variance observed or anticipated that he/she transmits on the prescribed form, if applicable, a request for a budget transfer or allocation.
- 10.2 The limit of budgetary variation allowed per budgetary item or budgetary envelope 3% or if less than a maximum of \$10,000 per fiscal year per budgetary year. A resolution will be tabled at a subsequent Council meeting to ratify the transfers requested during the period. Any budgetary reallocations in excess of the maximums allowed shall require prior authorization by Council.
- 10.3 The Director general shall prepare and file with Council comparative statements of revenues and expenditures at the intervals and times of the year determined by law. Comparative statements may also be filed more frequently at the request of Council or when deemed necessary by the Director.

Article 11 - Term Deposit and Borrowing

Council authorizes the Director General to invest the Municipality's monies in term deposit certificates or other investment vehicles in order to maximize returns on bank deposits, provided that the Municipality retains its power of withdrawal in the event of an emergency cash demand.

Council also authorizes borrowing from the line of credit for the payment of expenses when required.

Article 12 - Repeal and coming into force.

This by-law repeals and replaces by-law number 001-2018 and 002-2018 to repeal by-law number 002-2014 and replace it with a by-law delegating to municipal

officials the power to authorize expenditures and to enter into contracts accordingly and rules for budgetary control and monitoring.

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

Carole Robert
Mayor

Sandra Martineau
Director general and clerk
treasurer

Notice of motion: February 6, 2023
Adoption of the by-law :
Publication (posting):
Coming into force:

2023-020

Notice of Motion - By-law 2023-007 establishing a fund reserved for the financing of expenses related to the holding of an election.

Councillor Maureen Rice gives notice of motion of the adoption, at a future meeting of Council, of By-Law No. 2023-007 establishing a fund reserved for the financing of expenses related to the holding of an election.

Draft By-Law 2023-007 was tabled and presented at this sitting.

**PROVINCE OF QUEBEC
MUNICIPALITY OF THE TOWNSHIP OF LOW**

BY-LAW NUMBER 2023-007

BY-LAW ESTABLISHING A FUND RESERVED FOR THE FINANCING OF EXPENSES RELATED TO THE HOLDING OF AN ELECTION

WHEREAS the coming into force on November 5, 2021, of the Act respecting elections and referendums in municipalities, the Act respecting municipal ethics and professional conduct and various legislative provisions, known as "Bill 49;

WHEREAS municipalities must establish, as of the year 2022, a fund reserved for the financing of expenses related to the holding of an election, in accordance with sections 278.1 and 278.2 of the Act respecting elections and referendums in municipalities.

GIVEN THAT the creation of a reserved fund makes it possible to spread the financing of election expenses over a longer period of time and thus avoid a significant increase in expenses during the election year.

GIVEN THAT Council deems it in the interest of the Municipality to create a fund for the benefit of the entire territory.

GIVEN THAT a notice of motion and a draft by-law were tabled at the regular Council meeting held on February 6, 2023.

ARTICLE 1: PREAMBULE

The preamble to this bylaw forms an integral part of it.

ARTICLE 2: CREATION OF A RESERVED FUND

A fund reserved for the financing of expenses related to the holding of an election is created for an amount of \$25,000. The projected amount of the reserve fund takes into account and corresponds to the average cost of the two most recent general elections, excluding the 2021 general election.

The amount of the reserve fund shall be reviewed every four (4) years and may be amended by resolution of Council.

ARTICLE 3: CONSTITUTION OF THE RESERVED FUND

This fund is made up of the sums allocated annually by resolution of the Council.

ARTICLE 4: ALLOCATION

An amount from the operating budget shall be allocated annually by resolution of the Council.

The amount of the annual appropriation shall be re-evaluated every four (4) years according to the amount of the reserved fund established in Article 2 of the present by-law and may be modified by resolution of Council.

ARTICLE 5: INTEREST

The interest income generated by the reserved fund will automatically be allocated to this same fund.

ARTICLE 6: USE OF THE RESTRICTED FUND

Amounts available in the restricted fund shall be used only to pay expenses related to the holding of a general election or by-election.

Council shall authorize, by resolution, the use of the restricted fund to finance such expenses during the holding of an election.

In the event that the fund is used to finance a by-election, Council shall provide for the reimbursement of the amounts used by the next general election.

ARTICLE 7: SURPLUS

Any excess of revenues over expenses, if any, shall remain in the fund reserved for future use.

ARTICLE 8: DURATION

The duration of the existence of the Restricted Fund is fixed for an indefinite period, taking into account its nature.

ARTICLE 9: ENTRY INTO FORCE

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

Carole Robert
Mairesse

Sandra Martineau
Director General and Clerk-
Treasurer

Notice of motion :

February 6, 2023

Adoption of the by-law :

Publication (posting) :
Coming into force :

2023-021

Stamp machine rental 60 months

Whereas the Municipality wishes to purchase a stamp machine in order to accelerate the process of sending documents and to reduce the cost of stamps by using only the amount required.

Whereas the Municipality has received an offer from the company Pitney Bowes for the rental of a stamp machine for 60 months at a cost of \$150.55 per month plus taxes.

IT IS PROPOSED BY Ghyslain Robert
SECONDED BY Maureen McEvoy

AND RESOLVED that this municipal council grants the lease of the stamp machine to the company Pitney Bowes at a cost of \$150.55 per month for 60 months.

Authorizes the Mayor or the Acting Mayor as well as the Director General and Clerk-Treasurer or the Assistant Director General and Clerk-Treasurer, to sign for and in the name of the municipality, all documents necessary for the implementation of this resolution.

That the funds be taken from budget item 02-130-00-517, rental of office equipment
Adopted unanimously

2023-022

Legal mandate - tax arrears files

Whereas that following an analysis of the property tax accounts by the finance department, it was noticed that several dossiers contain tax arrears.

Whereas that on several occasions, the Finance department has contacted the concerned property owners in order to remind them that amounts are due.

Whereas a letter was sent to these property owners inviting them to contact the finance department in order to conclude a payment agreement.

Whereas that some property taxes are still overdue and that it becomes necessary to mandate the firm DHC lawyers in order to undertake the legal procedures required to recover the amounts due.

IT IS PROPOSED BY Luc Thivierge
SECONDED BY Ghyslain Robert

AND RESOLVED that this municipal council mandates the firm DHC lawyers to undertake the legal procedures in the files listed in the table attached to this resolution.

The necessary funds be taken from budget item 02-130-10-412 Legal Professional Services.
Adopted unanimously

Annexe

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2023-023

Cancellation of cheques

Whereas, the following cheques are lost, stale-dated or erroneous:

- 5932 11.25 \$
- 5952 18.37 \$
- 5181 171.31 \$
- 5223 75.88 \$
- 5259 28.91 \$
- 5304 100.00 \$
- 5306 100.00 \$
- 5353 1 152.47 \$
- 5404 3 635.51 \$
- 6025 221.38 \$
- 6031 17 845.50 \$

IT IS PROPOSED By Joanne Mayer
 SECONDED BY Luc Thivierge

And resolved that Council authorizes the cancellation of the above-mentioned cheques.
 Adopted unanimously

2023-024

Heritage buildings in a site planning and architectural integration plan – Ministère de la Culture et des Communications - Assurances

Whereas heritage is a collective wealth, and its preservation is a responsibility that must be concerted and assumed collectively by all stakeholders, the government, municipal authorities and citizens, including corporate citizens.

	<p>Whereas the considerable efforts undertaken recently by the government of Quebec and the municipalities on the legal and financial plan in order to favor a better preservation and restoration of the built heritage of Quebec.</p> <p>Whereas the support program for the municipal community in immovable heritage undeniably contributes to promoting the social acceptability of new regulatory constraints that are greatly beneficial to the safeguarding of this heritage.</p> <p>Whereas the major impact of a denial of insurability for owners of old properties.</p> <p>Whereas the actions of the insurers contribute to discouraging the owners of old properties from keeping them, and to new potential buyers from acquiring them and, consequently, contribute to the devaluation of the said heritage, jeopardizing its preservation;</p> <p>Whereas the actions of the insurers compromise those related to the new orientations of the government and the municipalities for the implementation of tools for the identification and management of this heritage.</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen McEvoy</p> <p>AND resolved that this municipal council ask the government of Quebec to intervene with the government of Canada and the competent authorities to quickly find solutions in order to guarantee, at a reasonable cost, the insurability of all heritage buildings, regardless of the the age of the building or of a component, the identification of the building in an inventory, its status, its location in the zoning or its subjection to regulations aimed at preserving its characteristics;</p> <p>To ask all the MRCs and municipalities of Quebec as well as stakeholders in the protection of Quebec heritage to add their voice by adopting this resolution.</p> <p>To transmit this resolution to the Government of Quebec, to the Ministry of Culture and Communications, to the Ministry of Municipal Affairs and Housing, to the federal and provincial deputies of the territory, to the municipalities and RCMs of Quebec, to the Fédération québécoise des municipalités, to the Union of Municipalities of Quebec, to the Friends and Owners of Old Houses of Quebec APMAQ, to Action Patrimoine, to Heritage Montreal, to the Order of Urban Planners of Quebec, to the Order of Architects of Quebec, to the Bureau of Canada, to the Regroupement des cabinets de courtage d'assurance du Québec (RCCAQ), to Messrs. Gérard Beaudet, full professor, University of Montreal and Jean-François Nadeau, journalist at Le Devoir.</p> <p style="text-align: right;">Adopted unanimously</p>
2023-025	<p><u>Request to the Ministry of Health and Social Services (MSSS) – Resources allocated to pre-hospital coverage in the Outaouais</u></p> <p>Whereas the requests made by the Cooperative des paramedics de l'Outaouais (CPO) to the CISSS de l'Outaouais and the MSSS over the past year, whether to ensure complete coverage of the Outaouais region or relatively the problem of retention of stretchers in hospitals.</p> <p>Whereas the meetings held, and the monthly follow-ups carried out via the SPU operational meetings with the MSSS and the recommendations made jointly with the CISSSO to the MSSS still do not allow for solutions granting the addition of permanent resources to the Paramedics Cooperative of the Outaouais;</p> <p>Whereas a modification of service hours was made on October 31, 2022 by the Director of pre-hospital services of the MSSS without consulting the stakeholders, which leads to a reduction in service hours with the population and that a quarterly evaluation illustrating the effectiveness of the changes made to pre-hospital coverage in the Outaouais must be made;</p>

	<p>Whereas alternative solutions have been presented by the CPO to the CISSS de l'Outaouais in recent weeks, but these would not have been retained (projects of non-retention and rapid release of stretchers);</p> <p>Whereas the special status granted to the Outaouais by the House of Commons in October 2019 in terms of, among other things, health and education, which allows specific funding for our region and accommodation measures;</p> <p>Whereas the presentation of the file made by the CPO to the Conference of Prefects of the Outaouais on June 20, 2022 in this file and the update of this file made on December 13, 2022 with the Council of the MRCVG;</p> <p>IT IS PROPOSED BY Maureen Rice SECONDED BY Luc Thivierge</p> <p>AND resolved that this municipal council supports the MRC de la Vallée-de-la-Gatineau in reiterating the requests addressed by the Cooperative of Paramedics of the Outaouais to the Ministry of Health and Social Services regarding requests for additional hours of services presented, to ensure complete coverage of the Outaouais region and with respect to the problem of retention of stretchers in hospitals.</p> <p>It is also resolved to ask the CISSSO to obtain a quarterly calendar of the state of the situation as well as an action plan resulting from the observations made following the quarterly evaluation allowing to note that the needs on the territory of the Outaouais are filled;</p> <p>It is also resolved to send a copy of this resolution to Mr. Christian Dubé, Minister of Health and Social Services, Mr. Mathieu Lacombe, Minister responsible for the Outaouais as well as to all the deputies of the Outaouais. ;</p> <p style="text-align: right;">Adopted unanimously.</p>
<p>2023-026</p>	<p><u>End of probationary period Director General and Clerk-Treasurer</u></p> <p>Whereas Mrs. Sandra Martineau, Director general and clerk-treasurer has been in office since August 15, 2022, and her probationary period ends on February 15, 2023.</p> <p>Whereas Mrs. Martineau meets the requirements of the position, and the Council wishes to hire her permanently.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen McEvoy</p> <p>AND resolved that this municipal council proceed with the permanent hiring of Mrs. Sandra Martineau under the conditions negotiated when she was hired.</p> <p style="text-align: right;">Adopted unanimously.</p>
	<p style="text-align: center;">2. PUBLIC SECURITY</p>
<p>2023-027</p>	<p><u>Hiring of volunteer firefighter Valérie Lemieux</u></p> <p>Whereas Valérie Lemieux has submitted her candidacy as a volunteer firefighter</p> <p>Whereas Mrs. Lemieux currently occupies the position of Assistant Director General and will be available during the day to answer calls</p> <p>Whereas Ms. Lemieux is committed to following the training required to hold the position of volunteer firefighter</p> <p>Whereas the fire committee has recommended, at its meeting held on January 20, 2023, the hiring of Mrs. Lemieux as a volunteer firefighter.</p>

	<p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen Rice</p> <p>AND RESOLVED that Council accept the hiring of Valérie Lemieux as a volunteer firefighter.</p> <p>Luc Thivierge abstains.</p> <p style="text-align: right;">Adopted by majority.</p>
<p>2023-028</p>	<p><u>Request to the MRC de la Vallée-de-la-Gatineau for off-road rescue</u></p> <p>Whereas resolution 2023-01-008 of the Municipality of Lac-Sainte-Marie wishing to end the off-road rescue agreement.</p> <p>Whereas our fire safety service is able to provide off-road rescue and wishes to inform the MRC of the Vallée-de-la-Gatineau of its desire to take up this new challenge.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen Rice</p> <p>AND resolved that this municipal council asks the MRC de la Vallée-de-la-Gatineau to take into account the candidacy of the Municipality of Low to take over for the off-road rescue.</p> <p style="text-align: right;"><u>Adopted unanimously.</u></p>
<p>2023-029</p>	<p><u>Purchase thermal camera</u></p> <p>Whereas the thermal camera of the fire department needs to be replaced in order to quickly locate a fire risk and ensure the protection of people and property.</p> <p>Whereas an offer was received from the company Boivin Gauvin inc for an amount of \$10,370.00 plus taxes including the camera and the vehicle charger.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Luc Thivierge</p> <p>AND resolved that this municipal council authorizes the purchase of a thermal camera and vehicle charger at a cost of \$10,370.00 plus taxes from the company Boivin et Gauvin inc.</p> <p>The funds will be taken from budget item 02-220-00-649, parts and accessories.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p style="text-align: center;">3. PUBLICS WORKS</p>
<p>2023-030</p>	<p><u>Permanence Derek Murdock - general maintenance worker</u></p> <p>Whereas Mr. Derek Murdock, general maintenance employee, ended his probation period on January 31st, 2023.</p> <p>Whereas Mr. Murdock meets the requirements of the position</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen Rice</p> <p>AND RESOLVED that Council authorize the granting of tenure to Mr. Derek Murdock under the conditions negotiated.</p> <p style="text-align: right;">Adopted unanimously.</p>

	<p><u>2nd question period</u></p> <p>The question period starts at 7:56 pm and ends at 7:59 pm</p>
	<p>8. <u>ENVIRONMENTAL HYGIENE</u></p>
<p>2023-031</p>	<p><u>Commitment to financial support – Village des aînés de la Vallée de la Gatineau</u></p> <p>Whereas the organization Village des aînés de la Vallée de la Gatineau has built a residence for the elderly of 5 units in Kazabazua in recent years and that the property offers space for the construction of other buildings;</p> <p>Whereas a second housing project of 10 units also in the Kazabazua sector is in planning and the organization offers the municipality the possibility of reserving housing for its residents;</p> <p>Whereas the annual cost per dwelling will be \$2,000 per year for four years from the start of construction;</p> <p>Whereas the municipality wishes to commit for a maximum of 3 dwellings for an annual amount of \$6,000 maximum for 4 years following the start of construction;</p> <p>IT IS PROPOSED BY Maureen McEvoy SECONDED BY Maureen Rice</p> <p>AND resolved that this municipal council undertakes to reserve a maximum of three units in the future project of residences for seniors in the kazabazua sector and to pay to Village des aînés de la Vallée de la Gatineau an amount of \$2,000 per year per dwelling for a maximum of \$6,000 per year for four years following the start of construction.</p> <p style="text-align: right;">Adopted unanimously.</p>
<p>2023-032</p>	<p><u>Low aqueduct pump replacement</u></p> <p>Whereas one of the pumps must be replaced at the Low sector pumping station due to a drop in operating capacity.</p> <p>Whereas an offer was received for the replacement of the pump in the amount of \$12,350 plus taxes.</p> <p>Whereas the pipe and the electric wire will also have to be replaced as well as certain plumbing parts in order to ensure the proper functioning following the update of the electrical panel of the pumping station.</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Ghyslain Robert</p> <p>AND resolved that this municipal council authorizes expenses for a maximum of \$25,000 plus taxes to replace the pump and other components.</p> <p>The funds will be taken from budget item 02-413-01-526, network maintenance.</p> <p style="text-align: right;">Adopted unanimously.</p>
<p>2023-033</p>	<p><u>Fieldville Water Pump Replacement</u></p> <p>Whereas one of the pumps must be replaced at the Fieldville sector pumping station following a stoppage of operation.</p>

<p>2023-034</p>	<p>Whereas an offer was received for the replacement of the pump in the amount of \$650 plus taxes.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Luc Thivierge</p> <p>AND resolved that this municipal council authorizes the replacement of the pump in the amount of \$650 plus taxes.</p> <p>The funds will be taken from budget item 02-413-03-526, network maintenance. Adopted unanimously.</p> <p><u>Venosta Broken aqueduct</u></p> <p>Whereas an aqueduct break occurred on Saturday February 4, 2023 and the leak was located on Sunday February 5;</p> <p>Whereas resources have been mobilized to ensure the repair as quickly as possible on Monday morning, i.e. equipment, subcontractors and others;</p> <p>Whereas the leak was quickly located and repaired by the team on site and the power supply was restored after a brief outage;</p> <p>Whereas the cost of the repair should be below \$10,000 and that this amount should be authorized for expenses incurred urgently;</p> <p>IT IS PROPOSED BY Maureen Rice SECONDED BY Joanne Mayer</p> <p>AND resolved that this municipal council authorizes a maximum expense of \$10,000 for the repair of the Venosta aqueduct water leak and that an expense report be produced.</p> <p>The funds will be taken from item 02-413-02-526, Venosta aqueduct maintenance. Adopted unanimously.</p>
	<p>9. URBAN PLANNING</p>
	<p>10. RECREATION, CULTURE AND COMMUNICATIONS</p>
	<p>11. CORRESPONDANCE</p>
	<p><u>Documents, correspondance and information</u></p> <ul style="list-style-type: none"> •

2023-035

Adjournment of the sitting at 8.10 p.m.

Sitting resumed at 8:27 p.m.

Adoption of by-law 2023-001 to set the property tax and pricing rates for the fiscal year and the collection conditions as well as the imposition of the tax for the collection of residual materials for the year 2023

Whereas during a council meeting held on January 9, 2023, a notice of motion was given, and a draft by-law was filed for the adoption of by-law 2023-001 to set the property tax and tariff rates for the fiscal year and the conditions of collection as well as the imposition of the tax for the collection of residual materials for the year 2023;

IT IS PROPOSED BY Joanne Mayer
SECONDED BY Ghyslain Robert

AND RESOLVED that this municipal council adopt by-law 2023-001 to set the property tax and pricing rates for the fiscal year and the collection conditions as well as the imposition of the tax for the collection of residual materials for the year 2023.

The president calls for the vote.

For	Against
Joanne Mayer	Lee Angus
Maureen Rice	Luc Thivierge
carol robert	
Maureen McEvoy	

Ghyslain Robert refrains from your

Adopted on division.

Adjournment

There being no further business, the meeting adjourned at 8:29 p.m.

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.