

**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 March 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 7:07 p.m.

2023-038

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 2023-002 decreeing capital expenditures and a loan of \$235,000~~
 - ~~4.c) Adoption of By-Law 2023-003 on the internal management of Council meetings.~~
 - 4.d) Adoption of By-Law 2023-005 on contract management.
 - 4.e) Adoption of By-Law 2023-006 delegating to municipal officials the power to authorize expenses and to enter into contracts accordingly and rules for budgetary control and monitoring.
 - 4.f) Adoption of By-Law 2023-007 establishing a fund reserved for the financing of expenses related to the holding of an election.
 - 4.g) Cancellation of cheques
 - 4.h) Renewal of LVBRA agreement
 - 4.i) Request to Canada Post to regularize postal codes.
 - 4.j) ADMQ Convention - June 14-16, 2023
 - 4.k) Acquisition of quality services module - PG Solutions - Addition
- 5. Public Safety**
 - 5.a) Representative to the Association des gestionnaires en sécurité incendie de la Vallée-de-la-Gatineau (AGSIVG)
- 6. Public Works**
 - 6.a) TECQ programming #4
- 7. Environmental hygiene**
- 8. Urban planning**
 - 8.a) Appointment of members of the Planning Advisory Committee (PAC)
- 9. Recreation, culture and communication**
- 10. Correspondence, documents and information**
- 11. Adjournment**

IT IS PROPOSED BY Joanne Mayer
SECONDED BY Luc Thivierge

AND RESOLVED that this municipal council adopt the agenda.

Adopted unanimously

	<p><u>Questions period</u></p> <p>Question period started at 7:09 p.m. and ended at 8:39 p.m.</p>
<p>2023-039</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 February 6, 2023, at least twenty-four (24) hours prior to this meeting for their review, the mayor is excused from reading them.</p> <p>Whereas each member of Council was provided with a copy of the minutes of the extraordinary meeting of February 27, 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 Ghyslain Robert SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that Council adopt the minutes of the regular meeting held February 6, 2023 and the extraordinary meeting of February 27, 2023.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p>ADMINISTRATION</p>
<p>2023-040</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 February 2023, in the amount of \$ 283,308.86.</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 2023-02 in the amount of \$ 283,308.86.</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>2023-041</p>	<p><u>Adoption of By-Law 2023-005 on contract management</u></p> <p>Whereas at a Council meeting held on February 6, 2023, a notice of motion was given, and a draft by-law was tabled for the adoption of By-law 2023-005 on contractual management.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Luc Thivierge</p> <p>AND RESOLVED that Council adopt By-Law 2023-005 on contractual management.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p>PROVINCE OF QUEBEC MUNICIPALITY OF THE TOWNSHIP OF LOW</p> <p style="text-align: center;">BY-LAW 2023-005 ON CONTRACTUAL MANAGEMENT</p> <p>Considering that the contract management policy was adopted on February 7th, 2011, in accordance with article 938.1.2 of the <i>Quebec Municipal Code (C.M)</i>;</p>

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 territory of the MRC de la Vallée-de-la-Gatineau, MRC des Collines-de-l'Outaouais, MRC Pontiac and subsequently on the Outaouais territory, 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

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	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	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 2023-041 on March 6, 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 as provided for in Section 15.4 of this by-law shall be payable from the time the Municipality of the Township of Low becomes aware of the non-compliance with 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:
- Who has been invited by the RFP to submit a bid.
 - 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):
- that I have prepared this bid without collusion and without having communicated or made any agreement or arrangement with any competitor
 - 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:
- prices;
 - the methods, factors or formulas for establishing prices; or
 - the decision whether or not to submit a bid.
 - the submission of a bid that does not meet the specifications of the tender.
 - 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):
- 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.

2023-042

Adoption of 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

Whereas at a Council meeting held on February 6, 2023, a notice of motion was given, and a draft by-law was tabled for the adoption of By-law 2023-006 delegating to municipal officials the power to authorize expenditures and to enter into contracts accordingly and rules for budgetary control and follow-up;

IT IS PROPOSED BY Ghyslain Robert
SECONDED BY Luc Thivierge

AND RESOLVED that Council adopt By-Law No. 2023-006 delegating to municipal officials the power to authorize expenditures and to enter into contracts accordingly and rules of control and budgetary follow-up.

Adopted unanimously

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

BY-LAW 23-006

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

Considering that Council, as per Article 961.1 of the *Quebec Municipal Code (R.S.C. c.C-27.1)* 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;

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;

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;

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

CONSEQUENTLY, Council decrees as follows:

Article 1 - Interpretation

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.

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.

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.

The following words mean:

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

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.

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	\$10,000.00
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:

2023-043

4.f) Adoption of By-law 2023-007 establishing a fund reserved for the financing of expenses related to the holding of an election.

Whereas at a Council meeting held on February 6, 2023, notice of motion was given and a draft by-law was tabled for the adoption of By-law 2023-007 establishing a fund reserved for the financing of expenses related to the holding of an election.

IT IS PROPOSED BY Ghyslain Robert
SECONDED BY Joanne Mayer

AND RESOLVED that Council adopt By-Law 2023-007 establishing a fund reserved for the financing of expenses related to the holding of an election.

Adopted unanimously

**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:

2023-044

Cancellation of cheques

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

- 5428 341.18 \$

IT IS PROPOSED By Maureen McEvoy
SECONDED BY Luc Thivierge

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

Adopted unanimously

2023-045

Renewal of agreement Low, Venosta and Brennan's Hill Recreation Association Inc.

Whereas the Low, Venosta and Brennan's Hill Recreation Association Inc. has submitted the renewal of the rental agreement for the Heritage Hall for the holding of council meetings and other meetings, in case of emergency during a disaster as well as the library telephone line for the year 2023.

Whereas the annual rental cost is \$6,000 without tax payable in two installments on June 1st and November 1st and \$33.33 per month for the use of the telephone line according to the number of months used given the upcoming change in the telephone system.

	<p>Whereas, in the event of a claim, the rental cost will be negotiated at a reasonable rate depending on the use of the Heritage Room.</p> <p>IT IS PROPOSED BY Joanne Mayer SECONDED BY Ghyslain Robert</p> <p>And resolved that Council authorize the renewal of the Heritage Hall rental lease as submitted.</p> <p>Authorizes the Mayor or the Acting Mayor and the Director General and Clerk, to sign for and in the name of the Municipality of Low, all documents necessary for the implementation of the present resolution.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>2023-046</p>	<p><u>Request to Canada Post to regularize the postal codes</u></p> <p>Whereas some residents of the municipality receive their mail from Canada Post at a postal address indicating another municipality</p> <p>Whereas the residents of Low in the sector of the Sinclair Lake have a postal address indicating Duclos or La Pêche;</p> <p>Whereas Low residents in certain areas of Lac Bernard have a mailing address indicating Wakefield or La Pêche</p> <p>Whereas the mailing address is found on official documents such as a driver's license and this provides erroneous information on where the citizen actually lives</p> <p>Whereas the municipality receives complaints to this effect and citizens wish to display their belonging to their municipality and to have their official documents presenting the reality of their residence status in their municipality.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen Rice</p> <p>AND RESOLVED that this municipal council asks Canada Post to find a solution to correct the status of the residents affected by this problem.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>2023-047</p>	<p><u>ADMQ Convention - June 14-16, 2023</u></p> <p>Whereas the annual convention of the Association des directeurs municipaux du Québec (ADMQ) will be held from June 14 to 16, 2023 at the Quebec City Convention Centre</p> <p>Whereas the convention offers various workshops and training sessions to develop the skills and competencies related to the function of Director general of a municipality</p> <p>Whereas the registration fee for the convention is \$566.00 plus taxes.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that Council authorize the Director General to participate in the ADMQ convention next June and to pay the registration fees, accommodation and travel expenses.</p> <p>That the funds be taken from budget item 02-130-00-310, travel expenses and 02-130-00-454, training.</p> <p style="text-align: right;">Adopted unanimously</p>
<p>2023-048</p>	<p>Acquisition of the quality of services module - PG Solutions</p> <p>Whereas the software Accès cité Territoire from PG Solutions offers several modules including quality of services which allows the follow-up of requests and complaints</p> <p>Whereas an offer of service was presented by PG Solutions in the amount of \$ 5,851 plus taxes including the license, the professional services, the activation of the module and the training as well as the maintenance contract for the application</p>

	<p>Whereas the quality of services module will allow for the management of requests and complaints and the expense has been budgeted in 2023;</p> <p>IT WAS MOVED BY Luc Thivierge SECONDED BY Joanne Mayer</p> <p>AND RESOLVED that Council authorize the purchase of the quality and services module for the Accès Cité Territoire software from PG Solutions in the amount of \$5,851 plus taxes; Authorizes the Mayor or the Acting Mayor as well as the Director General and Secretary-Treasurer, to sign for and in the name of the Municipality of Low, all documents necessary for the implementation of the present resolution.</p> <p>That the funds will be taken from budget item 02-610-00-414, professional computer services and 02-610-00-454, training.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p>PUBLIC SECURITY</p>
<p>2023-049</p>	<p><u>Representative to the Association of Fire Safety Managers of the Vallée-de-la-Gatineau (AGSIVG)</u></p> <p>Whereas each municipality of the MRC de la Vallée-de-la-Gatineau has a fire department and a director works in each department;</p> <p>Whereas the Association of Fire Safety Managers of the Vallée-de-la-Gatineau is a regional association created for fire directors to discuss public safety issues in each of the municipalities of the MRC;</p> <p>Whereas the AGSIVG requests that each municipality appoint a representative either the director, an officer or any other person designated by the municipality; Whereas the meetings are held once a month in various places on the territory of the Vallée-de-la-Gatineau;</p> <p>IT IS PROPOSED BY Maureen Rice SECONDED BY Luc Thivierge</p> <p>AND resolved that this municipal council appoints Mr. Michel Lemieux, director of the fire department and Mr. Ghyslain Robert, assistant director of the fire department to represent the municipality at the AGSIVG</p> <p>Ghyslain Robert abstains from voting</p> <p style="text-align: right;">Adoption by majority vote</p>
	<p>PUBLICS WORKS</p>
<p>2023-050</p>	<p><u>TECQ 2019-2023 – Modification of work schedule no. 4</u></p> <p>Whereas the municipality has taken note of the Guide relating to the terms and conditions of payment of the government contribution under the Gas Tax Program and the Quebec Contribution (TECQ) for the years 2019 to 2023;</p> <p>Whereas the municipality must respect the terms of this guide which apply to it to receive the government contribution which was confirmed to it in a letter from the Minister of Municipal Affairs and Housing.</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Ghyslain Robert</p> <p>AND resolved that:</p> <p>The municipality undertakes to respect the terms of the guide that apply to it;</p>

	<p>The municipality agrees to be solely responsible and to release the Government of Canada and the Government of Quebec as well as their ministers, senior officials, employees and agents from all liability for claims, demands, losses, damages and costs of all of any kind based on injury to or death of a person, damage to property, or loss of property due to a willful or negligent act resulting directly or indirectly from investments made with financial assistance obtained as part of the TECQ 2019-2023 program;</p> <p>The municipality approves the content and authorizes the sending to the Ministère des Affaires municipales et de l'Habitation of the work program no. 4 attached and of all the other documents required by the Ministère in order to receive the government contribution was confirmed in a letter from the Minister of Municipal Affairs and Housing;</p> <p>The municipality undertakes to reach the minimum fixed assets threshold imposed on it for the entire five years of the program;</p> <p>The municipality agrees to inform the Ministry of Municipal Affairs and Housing of any changes that will be made to the work program approved by this resolution.</p> <p>The Municipality hereby certifies that the work schedule No. 4 attached includes true actual costs and reflects the cost forecasts for eligible work.</p> <p style="text-align: right;">Adopted unanimously</p>
	<p>ENVIRONMENTAL HYGIENE</p>
	<p>URBAN PLANNING</p>
<p>2023-051</p>	<p><u>Appointment of members of the Planning Advisory Committee (PAC)</u></p> <p>Whereas the members and officers of the Planning Advisory Committee must be appointed by resolution</p> <p>Whereas the PAC currently has 4 citizen members who must be appointed by resolution</p> <p>Whereas the council members of the PAC are Mrs. Joanne Mayer and Maureen McEvoy.</p> <p>IT IS PROPOSED BY Maureen Rice SECONDED BY Ghyslain Robert</p> <p>AND RESOLVED that Council appoint as citizen members Mr. Pierre Lemieux, Luc Legault and Denis Drouin as well as Mrs Tina Thérien and as municipal officers Mrs Joanne Mayer and Maureen McEvoy.</p> <p>Luc Thivierge abstains from voting (relationship)</p> <p style="text-align: right;">Adoption by majority vote</p>
	<p>RECREATION, CULTURE AND COMMUNICATIONS</p>
	<p>CORRESPONDANCE</p>
	<p><u>Documents, correspondance and information</u></p> <ul style="list-style-type: none"> • national positive mental health promotion day



Journée nationale
**promotion
santé mentale
positive** / 13 mars

Votre municipalité joue un rôle essentiel
dans la promotion de la santé mentale

Faisons un pas de plus ensemble !

Le 31 mars 2022, les élus de l'Assemblée nationale adoptaient à l'unanimité le projet de loi n° 498 visant à faire du 13 mars la **Journée nationale de la promotion de la santé mentale positive**.

Le 13 mars, l'occasion nous est donnée de faire ensemble un pas de plus pour mettre en lumière l'importance d'accroître et de maintenir le bien-être personnel et collectif, de soutenir la résilience et de prévenir l'émergence de problèmes sociaux et de santé mentale.



Proclamez le **13 mars** comme la **Journée nationale de promotion de la santé mentale positive** lors d'une séance du conseil municipal.
Voir modèle de proclamation joint



Portez fièrement l'**épinglette de la Journée**.
Commandez-les au coût de 3 \$ plus les frais de transport au campagne@mouvementsmq.ca



Découvrez et faites connaître à vos équipes et à la population les **outils de notre campagne « CRÉER DES LIENS »** qui sera lancée le 13 mars 2023.
etrebiendanssatete.ca



Abonnez-vous à notre **infolettre** pour ne rien manquer de nos initiatives de promotion tout au long de l'année.
capsante-outaouais.org



Découvrez comment les **7 astuces** pour favoriser une bonne santé mentale peuvent s'appliquer au sein de votre communauté.
msmq-municipalites.jimdofree.com

Pour obtenir plus d'information, n'hésitez pas à communiquer avec nous.

CAP Santé Outaouais est votre référence pour la promotion de la santé mentale en Outaouais!



Isabelle Côté, *directrice*
info@capsante-outaouais.org
capsante-outaouais.org

p. j. Modèle de proclamation
Calendrier d'activités à faire pendant l'année

Adjournment

There being no further business, the meeting adjourned at 8:57 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.