

CANADA  
PROVINCE OF QUÉBEC  
MRC VALLÉE-DE-LA-GATINEAU  
MUNICIPALITY OF TOWNSHIP OF LOW

**Minutes – Monday August 1<sup>st</sup>, 2022**

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE MUNICIPALITY OF TOWNSHIP OF LOW AT 4C CHEMIN D'AMOUR (HERITAGE HALL), ON AUGUST 1<sup>st</sup>, 2022, AT 7:13 P.M. UNDER THE CHAIRMANSHIP OF MRS. CAROLE ROBERT, MAYOR.

ARE PRESENT, JOANNE MAYER, LUC THIVIERGE, GHYSLAIN ROBERT, AND THE DIRECTOR GENERAL AND CLERK-TREASURER BY INTERIM, PIERRE VAILLANCOURT

ARE ABSENT: MAUREEN RICE, MAUREEN MCEVOY AND LEE ANGUS (MOTIVATED)

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**GENERAL ADMINISTRATION**

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**1.1 OPENING OF THE MEETING**

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The President welcomes those present, after establishing a quorum opens the session.

**1.2 MAYOR'S REPORT**

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**1. GENERAL ADMINISTRATION**

- 1.1 Opening of the meeting
- 1.2 Mayor's report
- 1.3 Agenda
- 1.4 Minutes of the regular meeting of June 6, 2022
- 1.5 Minutes of the regular sitting of 4 July 2022
- 1.6 Adoption of bank withdrawals
- 1.7 Adoption of the Cheque Register
- 1.8 Adoption of the list of accounts payable
- 1.9 Report of the director general expenditures
- 1.10 Report of the director of fire service expenditures
- 1.11 Report of the road department expenditures
- 1.12 Administration committee report
- 1.13 Hiring of the Director General and Clerk-Treasurer
- 1.14 Change in dates of regular council meetings.
- 1.15 Probation Extension - Accounting Clerk Position
- 1.16 Out-of-Court Settlement Agreement – Project 700020837
- 1.17 Amendment of signing authorization on behalf of the municipality
- 1.18 Tabling of the mandatory training report for elected officials
- 1.19 Granting of purchase water pump for the drinking water system

**2. PUBLIC SECURITY**

- 2.1 Public security committee report
- 2.2 Security McCrank and Mahon Road

**3. TRANSPORT**

- 3.1 Transport committee report
- 3.2 Work under the local roads program – Special improvement projects component PPA-CE and PPA-ES

**4. ENVIRONMENTAL HYGIENE & SANITATION**

- 4.1 Environmental Hygiene & sanitation committee report
- 4.2 Appointing of committee – Residence Paugan, waste and recycling
- 4.3 Amendment resolution number 2022-07-194 award of the purchase contract – 120 liter brown bin – composting

**5. HEALTH AND WELFARE**

- 5.1 Health and Welfare committee report

**6. LAND USE PLANNING AND DEVELOPMENT**

- 6.1 Land use planning and development committee report
- 6.2 Filing of permit statistics report

**7. RECREATION AND CULTURAL**

- 7.1 Recreation and cultural committee report

**8. MISCELLANEOUS**

- 8.1

**9. QUESTION PERIOD**

**10. CLOSING OF THE MEETING**

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2022-08-207  
1.3

**AGENDA**

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**WHEREAS** Council members renounce the reading of the agenda and the availability of documents no later than 72 hours before the time set for the beginning of the meeting;

**IT IS PROPOSED** by Ghyslain Robert, **SECONDED** by Joanne Mayer and resolved to adopt the agenda by adding the following topics:

**4.2 DELETE THIS POINT**

**CARRIED**

2022-08-208  
1.4

**MINUTES OF THE REGULAR MEETING OF JUNE 6, 2022.**

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**WHEREAS** Council members have individually reviewed the minutes of the regular meeting of June 6, 2022.

**WHEREAS** Council members renounce to the reading of the minutes;

**IT IS PROPOSED** by Ghyslain Robert, **SECONDED** by Joanne Mayer, and resolved

**TO** adopt the minutes of the regular meeting of June 6, 2022, as presented.

**Luc Thivierge registers his dissidence**

**CARRIED**

2022-08-209  
1.5

**MINUTES OF THE REGULAR MEETING OF JULY 4, 2022.**

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**WHEREAS** Council members have individually reviewed the minutes of the regular meeting of July 4, 2022.

**WHEREAS** Council members renounce to the reading of the minutes.

**IT IS PROPOSED** by Luc Thivierge, **SECONDED** by Ghyslain Robert and resolved

**TO** adopt the minutes of the regular meeting of July 4, 2022, as presented.

**CARRIED**

2022-08-210  
1.6

**ADOPTION OF BANK WITHDRAWALS**

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**IT IS PROPOSED** by Joanne Mayer  
**SECONDED** by Ghyslain Robert  
And resolved

**TO** adopt, as presented, the list of direct debits for the month of July 2022 for a total of the following amounts:

Net Salaries	\$ 32,640.23
Provincial Remittances	\$ 11,658.44
Federal Remittances	\$ 3,679.95
Retirement Pension Remittances	\$ 2,515.94

For a grand-total of \$ 50,494.56.

**CARRIED**

2022-08-211  
1.7

**ADOPTION OF THE CHEQUE REGISTER**

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**WHEREAS** the accounts have been verified by Carole Robert;

**IT IS PROPOSED** by Joanne Mayer  
**SECONDED** by Luc Thivierge  
And resolved

**TO** adopt, as presented, the Cheque Register for the month of July 2022 for a total amount of \$ 11,999.55.

**CARRIED**

2022-08-212  
1.8

**ADOPTION OF THE LIST OF ACCOUNTS PAYABLE**

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**WHEREAS** the accounts have been verified by Carole Robert;

**IT IS PROPOSED** by Luc Thivierge  
**SECONDED** by Joanne Mayer

And resolved

TO adopt, as presented, the payment of the list of accounts payable for the month of July 2022 for a total amount of \$ 132,910.41 including Provincial and Federal remittances.

**CARRIED**

2022-08-213  
1.9

**DIRECTOR GENERAL EXPENDITURES – DGE (\$ 0.00)**

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2022-08-214  
1.10

**DIRECTOR OF FIRE SERVICE EXPENDITURES – DCP (\$ 0.00)**

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2022-08-215  
1.11

**REPORT OF THE ROAD DEPARTMENT EXPENDITURES – DCV (\$ 0.00)**

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***Certificate of availability of funds***

I, Pierre Vaillancourt, Director General of the Municipality of Township of Low certify that there are budgetary and/or extra budget available from surplus income, accumulated surplus, financial reserves, reserve funds or other sources for which the above listed expenses are incurred.



**Pierre Vaillancourt, DMA  
Director general by interim**

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2022-08-216  
1.12

**ADMINISTRATION COMMITTEE REPORT.**

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2022-08-217  
1.13

**HIRING OF THE DIRECTOR GENERAL AND CLERK-TREASURER**

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**WHEREAS** a call for applications for the position in question;

**WHEREAS** the recommendations of the Selection Committee, the Mayor and the Acting Director general;

**THEREFORE:**

**IT IS PROPOSED** by Joanne Mayer  
**SECONDED** by Ghyslain Robert  
And resolved

To appoint Ms. Sandra Martineau as Director General and Clerk-Treasurer, effective August 15, 2022, and this, according to the terms and conditions provided for in her employment contract upon verification and recommendation of the Administrative Committee;

To mandate Mrs. Carole Robert to sign for and on behalf of the Municipality the employment contract.

**CARRIED**

2022-08-218  
1.14

**CHANGE IN DATES OF REGULAR COUNCIL MEETINGS.**

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**IT IS PROPOSED** by Ghyslain Robert  
**SECONDED** by Joanne Mayer  
And resolved

**THAT** the Council amend the date of the regular meetings of Council that *the Sessions of September 12, 2022, is amended for September 7, 2022 and October 3, 2022 is amended for October 5, 2022.* These sessions will start at 19:00 at the same location.

**THAT A** public notice of the contents of this amendment be published in accordance with the law that governs the municipality.

**CARRIED**

2022-08-219  
1.15

**PROBATION EXTENSION - ACCOUNTING CLERK POSITION**

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**CONSIDERING** the recommendation of the Acting Director General;

**THEREFORE, IT IS PROPOSED** by Joanne Mayer, **SECONDED** by Luc Thivierge and resolved;

**THAT** the probation period for the employee bearing number 13-0046 be extended for a period of 6 months, until February 1, 2023.

**CARRIED**

**2022-08-220**  
**1.16**

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**OUT-OF-COURT SETTLEMENT AGREEMENT – PROJECT 700020837**

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**WHEREAS** the employee has filed a complaint for prohibited practice (file No. 700020837) under section 122 et seq. of the Act respecting labour standards;

**WHEREAS** it is the will of the parties to settle such complaint or claims out of court, without admission or acknowledgment of liability on either side;

**WHEREAS** this proposed agreement was reached at a mediation meeting conducted by Kim Scalabrini of the Commission des normes, de l'équité, de la santé et de la sécurité du travail;

**WHEREAS** the document of the out-of-court settlement agreement constitutes a transaction within the meaning of article 2631 et seq. of the Civil Code of Québec;

**THEREFORE, IT IS PROPOSED** by Joanne Mayer, **SECONDED** by Luc Thivierge and resolved;

**THAT** the municipal council wants to ratify the proposed agreement,

**THAT** the parties undertake not to harm each other and not to take any action that could damage the reputation of either party,

**THAT** the parties undertake to preserve the confidentiality of this Agreement and the discussions that led to it, unless compelled to do so by law or by consultation with legal or financial advisors. Consequently, no mention should appear in social networks or elsewhere.

**CARRIED**

**220-08-221**  
**1.17**

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**AMENDMENT OF SIGNING AUTHORIZATION ON BEHALF OF THE MUNICIPALITY**

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**IT IS PROPOSED** by Joanne Mayer  
**SECONDED** by Ghyslain Robert  
and resolved

**THAT** the council amends the signing authority on behalf of the municipality the Bank Accounts at Caisses Desjardins upon taking office Mrs. Sandra Martineau Director General Clerk Treasurer and to remove the signatory Mélissa Lacaille Weiss and Pierre Vaillancourt.

**CARRIED**

**2022-08-222**  
**1.18**

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**TABLING OF THE MANDATORY TRAINING REPORT FOR ELECTED OFFICIALS**

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Deposit by the Clerk-Treasurer of the mandatory training report for elected officials and that this report will be posted on our website at [www.lowquebec.ca](http://www.lowquebec.ca)

**2022-08-223**  
**1.19**

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**GRANTING OF PURCHASE WATER PUMP FOR THE DRINKING WATER SYSTEM**

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**WHEREAS** the pump at the Low pumping station has stopped working;

**WHEREAS** the pump had to be replaced;

**WHEREAS** estimates of the price and availability of equipment were crucial;

**THEREFORE, IT IS PROPOSED** by Joanne Mayer, **SECONDED** by par Luc Thivierge, and resolved

**THAT** Council awards the purchase contract to Plomberie Environors Inc., at a total cost of \$10,453.53 including applicable taxes.

**CARRIED**

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**2. PUBLIC SECURITY**

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**2.1**

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**PUBLIC SECURITY COMMITTEE REPORT**

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2022-08-224  
2.2

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**SECURITY MCCRANK AND MAHON ROAD**

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**CONSIDERING** that a request received by email dated July 12, 2022, for a danger at the intersection of McCrank Road and Mahon Road;

**CONSIDERING** that there is a danger to school bus drivers and that there is a daycare center nearby;

**THEREFORE, IT IS PROPOSED** by Joanne Mayer, **SECONDED** by Luc Thivierge and resolved;

**THAT** the council mandates the road department to ensure visibility at this intersection, in addition that the appropriate signs be installed, such as speed limit on both sides of the road, sign indicating that there is a road entrance and attention to our children,

**THAT** council does not allow additional stops at this intersection, but that the existing stop sign be installed closer to the road.

**CARRIED**

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**3. TRANSPORT**

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3.1

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**TRANSPORT COMMITTEE REPORT**

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2022-08-225  
3.2

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**WORK UNDER THE LOCAL ROADS PROGRAM – SPECIAL IMPROVEMENT PROJECTS COMPONENT PPA-CE AND PPA-ES**

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**CONSIDERING** that the municipality received, on June 22 and June 23, 2022, a confirmation from the Minister of Transport in the amount of the PPA-CE of \$21,159 and the PPA-ES of \$21,840 over three budget years;

**THEREFORE, IT IS PROPOSED** by Ghyslain Robert, **SECONDED** by Joanne Mayer and resolved;

**THAT** Council authorizes and engage the expenses for the projects on Pike Lake Road, Shoe Profiling, culvert installation and the purchase of MG20 – 800 and MG20 – 600 granular materials as stipulated in the projects of the application for the amounts stipulated in the confirmation letters annexed to this resolution which forms an integral part thereof.

**CARRIED**

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**4. ENVIRONMENTAL HYGIENE & SANITATION**

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4.1

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**ENVIRONMENTAL HYGIENE & SANITATION COMMITTEE REPORT**

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4.2

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**APPOINTING OF COMMITTEE – RESIDENCE PAUGAN, WASTE AND RECYCLING**

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**WHEREAS** the municipality by its resolution number 2022-06-157 authorized a road employee or volunteer firefighter to bring the bins to the curb for garbage collection and recycling and that this was a temporary solution;

**THEREFORE, IT IS PROPOSED** by \_\_\_\_\_, **SECONDED** by \_\_\_\_\_ and resolved;

**THAT** the Council establish a committee to study the situation and recommend to the Council a permanent solution and this committee shall consist of the following members: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**CARRIED**

4.3

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**AMENDMENT RESOLUTION NUMBER 2022-07-194 AWARD OF THE PURCHASE CONTRACT – 120 LITER BROWN BIN – COMPOSTING**

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**CONSIDERING** that two bids received as of April 26, 2022 for the purchase of brown 120-litre bins for composting;

**CONSIDERING** that since the date of the first submission a 30-day guarantee and that the price and quantity has increased since then;

**EN CONSÉQUENCE, IL EST PROPOSÉ** par Joanne Mayer, **APPUYÉ** par Carole Robert et résolu;

**THAT** the Council amends Resolution No. 2022-07-194 to read as follows:

Amend « \$7,729.15 for the purchase of 143 bins »

For « \$8,310.00 for the purchase of 150 bins »

**Luc Thivierge and Ghyslain Robert registers their dissidence.**

**NOT CARRIED**

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**5. HEALTH AND WELFARE**

**5.1 HEALTH AND WELFARE COMMITTEE REPORT**

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**6. LAND USE PLANNING AND DEVELOPMENT**

**6.1 LAND USE PLANNING AND DEVELOPMENT COMMITTEE REPORT**

**2022-08-226**

**6.2 FILING OF PERMIT STATISTICS REPORT**

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The permit statistics report for the month of March 2022 is tabled by the director general by interim.

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**7. RECREATION AND CULTURE**

**7.1 RECREATION AND CULTURAL COMMITTEE REPORT**

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**8. MISCELLANEOUS**

**9. QUESTION PERIOD**

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**10. CLOSING OF THE MEETING**

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The agenda being exhausted, the President declares the closing of the meeting at 7:53 pm.


President

Clerk

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Carole Robert,  
Mayor

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Pierre Vaillancourt, DMA  
Director General by interim

« I, Carole Robert, certify that the signing of these minutes is equivalent to the signature by me of all the resolutions it contains within the meaning of Article 142 (2) of the Municipal Code ».