

**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 November 8th, 2022, at 7:00pm

Chaired by the Mayor Carole Robert

**Are present**

Maureen Rice  
Luc Thivierge  
Lee Angus  
Ghyslain Robert

**Are absent**

Joanne Mayer  
Maureen McEvoy

**Also present**

Sandra Martineau, Director General and Clerk-Treasurer

	<p><b><u>Opening of the meeting</u></b></p> <p>The Mayor, Carole Robert, president of the meeting, having noted that there is a quorum, declares the meeting open; it is 7:05 p.m.</p>
<p><b>2022-11-281</b></p>	<p><b><u>Adoption of the agenda</u></b></p> <p>Agenda of the meeting:</p> <ol style="list-style-type: none"> <li>1. Adoption of the agenda</li> <li>2. Adoption of minutes</li> <li>3. Administration             <ol style="list-style-type: none"> <li>3.a) List of invoices to be paid</li> <li>3.b) Increase of the credit card limit - fire</li> <li>3.c) Reimbursement amount for safety boots</li> <li>3.d) Permanence Jean-Francois Patry - municipal inspector</li> <li>3.e) Calendar of council meetings for the year 2023</li> <li>3.f) Turnkey advertising proposal for 2023-2024</li> <li>3.g) Renewal of legal advisor contract 2023</li> <li>3.h) Cancellation of taxes</li> <li>3.i) Hiring assistance director general – <b>addition</b></li> <li>3.j) Increase of the credit card limit – DG - <b>addition</b></li> </ol> </li> <li>4. Public Security             <ol style="list-style-type: none"> <li>4.a) Pumper operator training 2023 - <b>addition</b></li> <li>4.b) Support to the AGSIVG- purchase of a second breathing air compressor - <b>addition</b></li> </ol> </li> <li>5. Public Works             <ol style="list-style-type: none"> <li>5.a) Local Road Maintenance Assistance Program (ERRL_MTQ)</li> <li>5.b) Snowmobile crossings on municipal roads</li> <li>5.c) Hiring of a general maintenance worker</li> <li>5.d) Accession mandate 2023-819-50 CAG - new, retreaded and remoulded tires</li> </ol> </li> <li>6. Environment             <ol style="list-style-type: none"> <li>6.a) Request to the Ministry of Forests, Wildlife and Parks - Control of the overpopulation of geese</li> </ol> </li> <li>7. Urbanism N/A</li> <li>8. Recreation, Culture and Communications             <ol style="list-style-type: none"> <li>8.a) Establishment of a PFM-MADA follow-up committee - <b>withdraw</b></li> </ol> </li> <li>9. Correspondence             <ol style="list-style-type: none"> <li>9.a) Documents, correspondence and information - Response to pre-hospital file</li> </ol> </li> <li>10. Question period</li> </ol>

	<p>11. Closing of the meeting</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED that this municipal council adopt the agenda.</p> <p style="text-align: right;">Unanimously adopted</p>										
<p><b>2022-11-282</b></p>	<p><b><u>Adoption of the Minutes</u></b></p> <p>Whereas each member of Council was given copy of the minutes of the regular meeting of October 5th, 2022, at least twenty-four (24) hours prior to this meeting to read them, the mayor is excused from reading them.</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Ghyslain Robert</p> <p>AND RESOLVED that this municipal council adopt the minutes of the regular meeting held October 5th, 2022</p> <p>Councillor Lee Angus calls for the vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><u>For</u></td> <td style="width: 50%; vertical-align: top;"><u>Against</u></td> </tr> <tr> <td>Maureen Rice</td> <td>Lee Angus</td> </tr> <tr> <td>Carole Robert</td> <td></td> </tr> <tr> <td>Luc Thivierge</td> <td></td> </tr> <tr> <td>Ghyslain Robert</td> <td></td> </tr> </table> <p style="text-align: right;">Adopted on division</p>	<u>For</u>	<u>Against</u>	Maureen Rice	Lee Angus	Carole Robert		Luc Thivierge		Ghyslain Robert	
<u>For</u>	<u>Against</u>										
Maureen Rice	Lee Angus										
Carole Robert											
Luc Thivierge											
Ghyslain Robert											
	<p><b>ADMINISTRATION</b></p>										
<p><b>2022-11-283</b></p>	<p><b><u>List of invoices to be paid</u></b></p> <p>Whereas the mayor has analyzed and is satisfied with the list of invoices for the month of October 2022, in the amount of \$ 356 444.24.</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 Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED that this municipal council approve the list of invoices number 2022-10 in the amount of \$ 356 444.24.</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>Lee Angus and Ghyslain Robert abstain from voting because invoices from their respective employers are included in the list of bills.</p> <p style="text-align: right;">Adopted by majority</p>										
<p><b>2022-11-284</b></p>	<p><b><u>3.b) Increase of the credit card limit - fire</u></b></p> <p>Whereas the Municipality has adopted a policy for the use of credit cards in order to control the use of credit cards</p> <p>Whereas the issuance of credit cards to certain employees makes it possible to facilitate travel during conventions, training and to make purchases in places where it is impossible to open an account</p>										

	<p>Whereas certain credit cards are already issued to individuals as well as the authorized limits</p> <p>Whereas it would be appropriate to increase the credit limit of Michel Lemieux, Director of the Public Security Department from \$1,000 to \$3,000 to facilitate travel during conventions and emergencies.</p> <p>IT IS PROPOSED BY Maureen Rice SECONDED BY Luc Thivierge</p> <p>AND RESOLVED that Council authorize the increase of the credit limit of the credit card to Mr. Michel Lemieux to \$3,000.</p> <p>Ghyslain Robert abstain from voting.</p> <p style="text-align: right;">Adopted by majority</p>
<p><b>2022-11-285</b></p>	<p><b><u>Reimbursement amount for safety boots</u></b></p> <p>Whereas an analysis was made with other municipalities of the MRC and neighbouring municipalities on the amount that is reimbursed for the purchase of safety boots for employees</p> <p>Whereas it is necessary to modify the amount that is reimbursed for safety boots.</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Luc Thivierge</p> <p>AND RESOLVED that Council authorize to increase the amount of reimbursement to \$300 per year for safety boots.</p> <p style="text-align: right;">Unanimously adopted</p>
<p><b>2022-11-286</b></p>	<p><b><u>Permanence Mr. Jean-Francois Patry - Municipal Inspector</u></b></p> <p>Whereas Mr. Jean-Francois Patry, municipal inspector ended his probationary period on October 25</p> <p>Whereas Mr. Patry meets the requirements of the position and is registered in various training courses to further his knowledge and support the operations of the municipality.</p> <p>IT IS PROPOSED BY Maureen Rice SECONDED BY Luc Thivierge</p> <p>AND RESOLVED that Council authorize the granting of tenure to Mr. Jean-Francois Patry under the negotiated conditions.</p> <p style="text-align: right;">Unanimously adopted</p>
<p><b>2022-11-287</b></p>	<p><b><u>Calendar of council meetings for the year 2023</u></b></p> <p>Whereas Section 148 of the Quebec Municipal Code provides that Council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the coming year, setting the day and time of the beginning of each.</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED that Council authorize the following schedule of regular meetings of Council for the year 2023 to be held at 7:00 p.m. on the following dates</p> <ul style="list-style-type: none"> <li>• January 9, 2023</li> <li>• February 6, 2023</li> </ul>

- March 6, 2023
- April 3, 2023
- May 1, 2023
- June 5, 2023
- July 3, 2023
- August 7, 2023
- September 5, 2023 (Tuesday)
- October 2nd, 2023
- November 6th, 2023
- December 4, 2023

That public notice of the contents of this schedule be published by the director general and Clerk-Treasurer, in accordance with the law.

Unanimously adopted

**Turnkey advertising proposal for 2023-2024**

**2022-11-288**

Whereas the Municipality has received a turnkey advertising proposal from CHGA 97.3 radio for the years 2023 and 2024.

Whereas the Municipality has been using this service for several years and is satisfied with it.

Whereas there is currently no English-language community radio station available on our territory.

IT IS PROPOSED BY Ghyslain Robert  
SECONDED BY Luc Thivierge

AND RESOLVED that Council authorize the advertising proposal of radio CHGA 97.3 in the amount of \$1,650 per year plus taxes and to purchase the membership card at a cost of \$35 per year.

The funds will be taken from budget item 02-130-00-341, advertising.

Unanimously adopted

**Renewal of the 2023 legal advisor contract**

**2022-11-289**

Whereas the municipality has received an offer from the legal advisor for the telephone package for the year 2023 at a cost of \$400 plus taxes per year and 10% of the amounts collected for the tax files in arrears.

Whereas the municipality is satisfied with the services of the legal advisor and wishes to renew the contract.

IT IS PROPOSED BY Ghyslain Robert  
SECONDED BY Maureen Rice

AND RESOLVED that Council authorize the renewal of the telephone contract with DHC Lawyers for 2023 at a cost of \$400 plus taxes and 10% of the amounts collected for tax arrears files.

The funds will be taken from budget item 02-130-00-412, legal professional services.

Unanimously adopted

**Cancellation of taxes**

**2022-11-290**

Whereas the management has proceeded to a revision of the list of taxes receivable and some amounts must be written off due to the prescription, the cancellation of the file, the small importance of the amounts and non-taxable file:

Role number	Taxes	Interest and penalties
3270-33-6139	-0.02 \$	0 \$

3276-43-5411	0.98 \$	0 \$
3570-13-4191	0.18 \$	0 \$
3979-98-9139	0.59 \$	0 \$
3772-67-6904	0.10 \$	0 \$
4074-90-6587	3.05 \$	0 \$
4170-56-6482	1.74 \$	0 \$
4171-51-4550	3.27 \$	0.18 \$
4374-05-0684	1.59 \$	0 \$
4882-30-3511	2.44 \$	0.30 \$
4882-12-2680	2.44 \$	0.30 \$
4881-39-2033	2.44 \$	0.30 \$
4280-11-0289	1.47 \$	0 \$
4280-07-6818	1.43 \$	0 \$
4181-72-9205	1.42 \$	0 \$
4083-62-7706	2.84 \$	0 \$
4083-91-3599	0.08 \$	0 \$
4083-85-6069	0.89 \$	0 \$
4983-06-4492	0.83 \$	0 \$
3272-06-5459	0.37 \$	0 \$
3372-23-2897	0.29 \$	0 \$
3970-58-0726	1.65 \$	0.09 \$
4669-09-9369	0.79 \$	0.33 \$
3974-30-3675	1.03 \$	0 \$
3883-75-7410	0.18 \$	0 \$
4569-36-5243	0.44 \$	0 \$
3879-92-0845	1.24 \$	0 \$
3878-89-4697	40.52 \$	26.61 \$
3878-45-9875	6.05 \$	2.81 \$
4274-93-5172	0.32 \$	0 \$
3681-95-5725	3.69 \$	2.68 \$
4569-26-0131	2.15 \$	0 \$
3570-12-1349	3.60 \$	2.53 \$
3772-65-6917	0.04 \$	2.80 \$
3884-71-4037	1.50 \$	0 \$
3883-77-6060	0.73 \$	0 \$
4170-66-7389	1.65 \$	0.09 \$
3671-03-7300	0 \$	1.67 \$
4771-84-6737	3.47 \$	1.52 \$
4773-89-8814	4 037.94 \$	821.37 \$

Whereas it is necessary to write off the above amounts.

IT IS PROPOSED BY Luc Thivierge  
 SECONDED BY Ghyslain Robert

AND RESOLVED that Council authorize the write-off of the amounts listed in the above table.

Unanimously adopted

**2022-11-291**

**Hiring assistant director general and clerk treasurer**

Whereas interviews were held for the position of Assistant director General and clerk treasurer on October 26 and November 3

Whereas following the evaluation process, the committee recommended the hiring of Mrs Valérie Lemieux.

IT IS PROPOSED BY Maureen Rice  
 SECONDED BY Ghyslain Robert

AND RESOLVED that Council

authorizes the hiring of Mrs. Valérie Lemieux as Assistant Director General as of, and this, according to the terms of her employment contract upon verification and recommendation of the Administration Committee;

	<p>Authorizes the Mayor or the Acting Mayor as well as the Director General and Secretary 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>Luc Thivierge abstain from voting.</p> <p style="text-align: right;">Adopted by majority</p>
<b>2022-11-292</b>	<p><b><u>Increase in the credit card limit - Director general</u></b></p> <p>Whereas the Municipality has adopted a policy for the use of credit cards in order to control the use of credit cards</p> <p>Whereas the issuance of credit cards to certain employees facilitates travel during conventions, training and to make purchases in places where it is impossible to open an account</p> <p>Whereas the municipality wishes to purchase goods through the calls for tenders of the governmental acquisition center and that it is necessary to pay by credit card</p> <p>Whereas some credit cards are already issued to people as well as the authorized limits</p> <p>Whereas it would be appropriate to increase the credit limit of Mrs. Sandra Martineau, Director General and Clerk-Treasurer from \$ 3,000 to \$ 5,000 for the acquisition of goods or services that cannot be paid for otherwise than by credit card;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Ghyslain Robert</p> <p>AND RESOLVED that Council authorize the increase of the credit limit of the credit card to Mrs. Sandra Martineau to \$5,000.</p> <p style="text-align: right;">Unanimously adopted</p>
	<p><b>FIRE AND EMERGENCY SERVICES</b></p>
<b>2022-11-293</b>	<p><b><u>Pumper operator training 2023</u></b></p> <p>Whereas six candidates must take the pumper operator course in 2023 as prescribed in the firefighter training program of the National Fire School</p> <p>Whereas this training is eligible for reimbursement by the ministère de la Sécurité publique via the MRC de la Vallée-de-la-Gatineau</p> <p>Whereas an offer was received from PMS Gestion de Risques inc. at a cost of \$ 6,992.69 plus taxes;</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Lee Angus</p> <p>AND RESOLVED that Council authorize PMS Gestion de Risques inc. to provide firefighter operator training to six firefighters at a cost of \$6,992.69 in 2023.</p> <p>The funds will be taken from item 02-220-00-454, training.</p> <p style="text-align: right;">Unanimously adopted</p>
<b>2022-11-294</b>	<p><b><u>Support to the Gatineau Valley Fire Safety Managers Association - purchase of a second breathing air compressor</u></b></p> <p>Whereas the Town of Maniwaki is currently the only one equipped with a</p>

	<p>breathing air compressor for the fire departments of the Gatineau Valley MRC</p> <p>Whereas during an emergency situation, it is essential to reduce the intervention time and it may be difficult to travel a long distance for the supply of breathing air</p> <p>Whereas the Association des gestionnaires en sécurité incendie de la Vallée-de-la-Gatineau (AGSIVG) has recommended, during its meeting held on October 27, 2022, that a second compressor is necessary in order to optimize operations on the MRC territory</p> <p>Whereas a second compressor will ensure the service offer in case the one located in Maniwaki breaks down</p> <p>Whereas the second compressor could be installed at the Kazabazua fire station in order to reduce the response time in need of breathing air for the fire departments of the south of the MRC</p> <p>Whereas the AGSIVG</p> <ul style="list-style-type: none"> <li>• requests the MRC Council of Mayors to authorize the purchase of a second breathing air compressor</li> <li>• mandates the municipality of the Township of Low to take charge of the grant application and the tendering process in order to reduce the burden on the MRC</li> <li>• offers to write the technical specifications;</li> <li>• asks to be the manager of the second breathing air compressor in order to keep an equity between the municipalities;</li> <li>• requests that all municipalities of the MRC have access to the compressor 24 hours a day;</li> <li>• requests that the non-subsidized portion of the equipment be financed via the quota-share like the one installed in Maniwaki;</li> <li>• proposes to manage the pricing so that it is fair and an annual report will be provided to the MRC</li> </ul> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED that this municipal council supports the request of the AGSIVG for the addition of a second breathing air compressor for the MRC and that it accepts to take charge of the search for a grant and the call for tenders.</p> <p style="text-align: right;">Unanimously adopted</p>
	<p><b>PUBLIC WORKS</b></p>
<p><b>2022-11-295</b></p>	<p><b><u>Local Road Maintenance Assistance Program (ERRL-MTQ)</u></b></p> <p>Whereas the ministère des Transports, de la Mobilité durable et de l'électrification des transports will pay a compensation of \$524,845 for the maintenance of the local road network, for the calendar year 2021.</p> <p>Whereas the compensation distributed to the municipality is for the routine and preventive maintenance of local roads 1 and 2 as well as the elements for the bridges located on its roads, for which the municipality is responsible;</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen Rice</p> <p>AND RESOLVED that Council inform the Ministry of Transportation, Sustainable Mobility and Electrification of the use of the compensation provided for the routine and preventive maintenance of local roads 1 and 2 as well as the elements for the bridges located on its roads, for which the municipality is responsible, in accordance with the objectives of the local road maintenance assistance program.</p>

	Unanimously adopted
<p><b>2022-11-296</b></p>	<p><b><u>Snowmobile crossing of municipal roads</u></b></p> <p>Whereas the Pontiac Snowmobile Association wishes to cross certain municipal roads during the 2022-2023 winter season:</p> <ul style="list-style-type: none"> <li>• McCrank Road and linear corridor</li> <li>• Burrough Road and linear corridor</li> <li>• Fieldville Road and linear corridor</li> <li>• Murdock road and linear corridor</li> <li>• Donovan road</li> </ul> <p>Whereas the signage for the road crossings must be installed by the snowmobile club;</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen Rice</p> <p>AND RESOLVED that this municipal council</p> <p>Authorizes the crossing of the municipal roads listed above</p> <p>Authorizes the Pontiac Snowmobile Club to install the required road crossing signs and to ensure their accuracy.</p> <p style="text-align: right;">Unanimously adopted</p>
<p><b>2022-11-297</b></p>	<p><b><u>Hiring of general maintenance worker</u></b></p> <p>Whereas, on October 21, interviews were held for the position of General Maintenance Worker</p> <p>Whereas, following the evaluation process, the committee recommended the hiring of Mr. Derek Murdock</p> <p>IT IS PROPOSED BY Ghyslain Robert SECONDED BY Maureen Rice</p> <p>AND RESOLVED that Council ratify the hiring of Mr. Derek Murdock as a General Maintenance Worker as of October 31, 2022, under the negotiated conditions.</p> <p style="text-align: right;">Unanimously adopted</p>
<p><b>2022-11-298</b></p>	<p><b><u>Membership 2023-8109-50 GAC - New, Retreaded and Remolded Tires 2023</u></b></p> <p>Whereas the Government Procurement Center (GPC) is currently collecting data on members' new, retread and remold tire requirements for 2023.</p> <p>Whereas membership in the purchasing mandate allows members to take advantage of the Government of Quebec's call for tenders and the prices obtained by them</p> <p>Whereas this greatly simplifies the process for the acquisition of tires and also allows for significant savings.</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Ghyslain Robert</p> <p>AND RESOLVED that Council authorize the adhesion to the 2023-8109-50 mandate of the CAG for the purchase of new, retreaded and remolded tires for 2023.</p>



	<p>Authorizes the Mayor or Acting Mayor and the Director General and Secretary Clerk, to sign for and in the name of the Municipality of Low, all documents necessary for the implementation of this resolution.</p> <p style="text-align: right;">Unanimously adopted</p>										
	<p><b>ENVIRONMENT</b></p>										
<p>2022-11-299</p>	<p><b><u>Request to the ministère des forêts, de la faune et des parcs - control of the overpopulation of geese</u></b></p> <p>Whereas the Gatineau Valley MRC has adopted a resolution requesting the support of the local municipalities of the MRC regarding the control of the overpopulation of geese</p> <p>Whereas the Gatineau Valley has been facing an overpopulation of geese for the past few years, mainly along its waterways</p> <p>Whereas an overpopulation of these birds poses health problems and is detrimental to the environment and the integrity of the waterways</p> <p>Whereas many municipalities do not have the financial resources to allow for such a mandate and do not have the expertise to implement such measures locally</p> <p>Whereas it might be appropriate for the Ministry of Forests, Wildlife and Parks to propose to the federal government measures such as relaxing the rules for hunting geese in order to encourage hunters to practice this activity and to ask landowners to authorize hunters on their land.</p> <p>IT IS PROPOSED BY Luc Thivierge SECONDED BY Maureen Rice</p> <p>AND RESOLVED that this municipal council ask the Ministry of Forests, Wildlife and Parks to implement provincial and federal measures for hunting, at no cost to the municipalities, to control the overpopulation of geese.</p> <p>Councillor Ghyslain Robert calls for the vote:</p> <table data-bbox="402 1580 954 1752"> <tr> <td><u>For</u></td> <td><u>Against</u></td> </tr> <tr> <td>Maureen Rice</td> <td>Ghyslain Robert</td> </tr> <tr> <td>Carole Robert</td> <td></td> </tr> <tr> <td>Luc Thivierge</td> <td></td> </tr> <tr> <td>Lee angus</td> <td></td> </tr> </table> <p style="text-align: right;">Adopted on division</p>	<u>For</u>	<u>Against</u>	Maureen Rice	Ghyslain Robert	Carole Robert		Luc Thivierge		Lee angus	
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	<p><b>s/o</b></p>										
	<p><b>RECREATION, CULTURE AND COMMUNITY LIFE</b></p>										
	<p><b>s/o</b></p>										

	<b>CORRESPONDENCE</b>
	<b><u>Documents, correspondence and information</u></b> - Response to the pre-hospital file
	<b><u>Question period</u></b> Question period started at 7:50 p.m. and ended at 8:10 p.m.
	<b><u>Closing and adjournment of the regular meeting</u></b> The agenda being exhausted, the President declares the closing of the meeting at 8:11 pm.

\_\_\_\_\_  
Carole Robert  
Mayor

\_\_\_\_\_  
Sandra Martineau  
General Director and Clerk-Treasurer

« 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 of Quebec ».