

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

At a regular meeting of Council for the Municipality Township of Low, held on July 2, 2019 at 7:00 pm in the Council Chamber, located at 4C, Chemin d'Amour, Township of Low and in accordance with the Municipal Code, are present his honor the Acting Mayor, Ghyslain Robert, Councilors Joanne Mayer, Maureen Rice and Anne Bélisle and Councilors Luc Thivierge and Matthew Orlando forming a Quorum under the chairmanship of the Acting Mayor, Mr. Ghyslain Robert.

Absent: Mayor, Carole Robert

Mr. Pierre Gagnon, Director General, also present, acts as secretary

**.1. ADMINISTRATION**

**OPENING OF THE REGULAR MEETING OF JULY 2<sup>nd</sup>, 2019 - 1**

Acting Mayor Ghyslain Robert opens the regular meeting at 7:00 pm after finding a quorum.

**BUSINESS ARISING FROM THE PREVIOUS MEETING – 2**

# 143-07-20198

**ADOPTION OF THE AGENDA - ORDINARY MEETING OF JULY 2<sup>nd</sup>, 2019 - 3**

Regular meeting of the Council July 2<sup>nd</sup>, 2019

**Agenda**

**1- Administration**

1. Opening of the regular meeting of July 2<sup>nd</sup>, 2019;
2. Business arising from the previous meeting;
3. Adoption of the agenda - regular meeting of July 2<sup>nd</sup>, 2019;
4. Adoption of the minutes of the regular meeting of June 3<sup>rd</sup>, 2019
5. Adoption of the minutes of the extraordinary meeting of June 18<sup>th</sup>, 2019;
6. Tabling of the Mayor's report;
7. Tabling of the report for the Administrative Committee;
8. Budget transfers;
9. Tabling of the report for the finance committee;
10. Acceptance of accounts payable from May 22, 2019 to June 21, 2019;
11. Adoption of by-law number 05-2019 entitled "by-law number 05-2019 decreeing a loan of \$ 760,585.00 to finance the funds receivable from the Ministry of Municipal Affairs and Housing granted under the TECQ 2014-2018 program and the Ministry of Public Security as part of the general program of financial assistance for real or imminent disasters Decree No. 403-2019 ";
12. Defamation and breach of commitment – legal procedure;
13. Request for prices for an operational diagnosis - assessment of our workforce;
14. Congress of the Quebec Federation of Municipalities;
15. Resolution supporting the MRCVG concerning the declaration of a special intervention zone to promote better management of flood zones and subtraction of the territory referred to in this draft decree from certain prohibitions following its publication - Concerns addressed to the Québec government prior to the adoption of the normative framework on land use planning in flood zones;
16. Reimbursement of out-of-town travel expenses for Council members;
17. Information and matters relating to the administration;

**2 - Public security**

1. Tabling of the report for the public safety committee;
2. Adoption and signing of a memorandum of understanding for a first responder service;
3. Agreement with Mr. Michel Lemieux, Fire Director - Extension of Contract;
4. Nomination of an assistant Fire Chief;
5. Call for "Crime Stoppers" \$ 1,000 Reward for Information on the Kelly Bridge Fire;
6. Information and questions related to public safety;

**3 - Public Works**

1. Tabling of the report for the public works committee;
2. Tender for mowing vegetation along roadsides;

- 3. Backhoe Repairs;
- 4. Calls for tenders for snow removal;
- 5. Information and questions relating to public works;
- 4 - Environment (Environmental health)**
  - 1. Tabling of the report for the environment committee;
  - 2. Empty the portable toilet every 2 weeks until early September;
  - 3. Authorization for mailing via media post and / or posting for a consultation
  - 4. Modifications au comité de l'environnement;
  - 5. Information and questions relating to the environment
- 5- Urbanism**
  - 1. Tabling of the report for the planning department;
  - 2. Adoption of by-law number 04-2019 entitled "By-law concerning minor variance of the Municipality Township of Low";
  - 3. Adoption of by-law number 03-2019 entitled "By-law establishing the Planning Advisory Committee";
  - 4. Request for application/résumé for the position of municipal inspector;
  - 5. Cancellation of resolution # 042-03-2019 - Maintenance of buildings of a property;
  - 6. Information and questions related to urban planning;
- 6- Recreation, culture and communications**
  - 1. Tabling of the report for the Recreation, Culture and Communications Committee
  - 2. Appointment to the Recreation, Culture and Communications Committee;
  - 3. IP Telephone Price Inquiry and Notice to Bell Canada
  - 4. Information and questions related to Recreation, culture and communications
- 7 - Varia**
- 8 - Correspondence**
- 9 - Question period**
- 10 - Closing and adjournment of the regular meeting of July 2<sup>nd</sup>, 2019**

Given to the Township of Low, this 2<sup>nd</sup> day of July 2019.

**PROPOSED** by Councilor Joanne Mayer

**SUPPORTED** by Councilor Thivierge

**AND RESOLVED** to adopt the agenda for the regular meeting of July 2<sup>nd</sup>, 2019 as transmitted by the Director General.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	x			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

# 144-07-2019

**ADOPTION OF THE MINUTES FOR THE REGULAR MEETING OF JUNE 3<sup>rd</sup>, 2019 - 4**

**PROPOSED** by Councilor Joanne Mayer

**SUPPORTED** by Councilor Maureen Mayer

**AND RESOLVED** to adopt the minutes of the regular meeting held on June 3<sup>rd</sup>, 2019 as tabled by the Director General.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	x			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**# 145-07-2019**

**ADOPTION OF THE MINUTES FOR THE EXTRAORDINARY MEETING OF JUNE 18<sup>th</sup>, 2019 - 5**

**PROPOSED** by Councilor Joanne Mayer  
**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** to adopt the minutes of the extraordinary meeting held on June 18<sup>th</sup>, 2019 as tabled by the Director General.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**TABLING OF THE ACTING MAYOR'S REPORT -6**

The acting Mayor presents his report.

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**TABLING OF THE REPORT FOR THE ADMINISTRATIVE COMMITTEE - 7**

The administration committee presents their report.

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**BUDGET TRANSFERS - 8**

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**TABLING OF THE REPORT FOR THE FINANCE COMMITTEE-9**

the Finance Committee presents their report -

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**# 146-07-2019**

**ACCEPTANCE OF ACCOUNTS PAYABLE FROM MAY 22 TO JUNE 21, 2019 - 10**

**WHEREAS** the list of accounts payable for this meeting has been verified by the Finance Committee;

**THEREFORE, it is**

**PROPOSED** by Councilor Joanne Mayer  
**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** by the present members of Council, to approve the Accounts Payable as deposited by the Director General in the amount of \$ 214 319.80, the salaries in the amount of \$ 41 248.72 and the ineligible expenses in the amount of \$ 46 030.72 for a total of \$ 301 599.24

# chèque	fournisseur	montant	
4167	Gagnon, Pierre	263.15 \$	cellulaire, frais de déplacement
4168	Legros, Lise	88.88 \$	frais de déplacement
4169	Lemieux, Michel	73.38 \$	frais de repas
4170	Levett, Sylvia	40.27 \$	frais de déplacement
4171	Ministère des finances	71 607.00 \$	Sûreté du Québec
4172	Finance Banque Nationale	36 158.05 \$	Autopompe et chemin de la Rive
4173	Finance Banque Nationale	583.25 \$	chemin Fieldville
4179	9001-0216 Québec Inc	1 050.65 \$	41.67 tonnes poussière de pierre-urgence
4180	CRSBP de l'Outaouais	31.04 \$	inscription assemblée générale
4181	Camionnage G.Gabie Inc.	3 980.47 \$	transport matériel - urgence 2019
4182	Construction E.McCambly	822.15 \$	transport matériel - urgence 2019
4183	Croix-Rouge Canadienne	164.32 \$	contribution 2019
4184	DHC Avocats	20 405.69 \$	perception taxes,consultation générale
4185	Carrières Edelweiss	1 271.04 \$	54.27 tonnes asphalte recyclée/66.21 tonnes MG-20B urgence 2019
4186	Electromax	212.65 \$	appel de service
4187	Enseignes Duguay	1 283.12 \$	enseignes,poteaux et accessoires
4188	Exel radio	62.09 \$	relocaliser câble
4189	Fédération québécoise des municipalités	645.54 \$	formation gestion des lacs et cours d'eau
4190	Garage M.Chamberlain	942.25 \$	réparation véhicules 1996 GMC Topkick,2015 Western Star,2009 GMC Sierra
4191	Gestion Loubac	1 970.44 \$	financement bacs
4192	Groupe DL	344.93 \$	projet confidentiel hors contrat
4193	Irwin's	6 194.91 \$	ponceaux-urgencecadenas,rouleau geotextile...
4194	J.B. McClelland	124.00 \$	poteaux résolution #134-06-2019
4195	Konica Minolta	498.28 \$	contrat photocopieuse caserne,bibliothèque et administration
4196	Le Choix	309.00 \$	publicité offre d'emploi
4197	Lemieux, Michel	29.54 \$	repas visite/inspection bateau St-Stanilas
4198	Livraison 105	68.98 \$	livraison échantillonnage eau
4199	Malmberg-Parts for Trucks	359.07 \$	pare boueschaîne,....
4200	CTM	114.98 \$	temps d'onde,location radio portatif
4201	MRC des Collines-de-l'Outaouais	8 716.40 \$	53 tonnes déchets Mai 2019
4202	MRC Vallée-de-la-Gatineau	165.00 \$	préparation subvention RIRL-ch.Martindale
4203	Municipalité Lac Ste-Marie	838.40 \$	entraide feu chemin Neely
4204	Municipalité de Denholm	11 367.42 \$	entente cueillette ordures/recyclages
4205	Nortrax	4 039.56 \$	1000 heures services entretien niveleuse, «shims»
4206	Parisien, Simon	360.00 \$	visites 3 stations rapport,échantillonnage
4207	Pièces d'auto Kelly	462.59 \$	lumieres, huiles, filtres à air...
4208	Pièces d'auto Piché	71.52 \$	remplissage oxygène
4209	Purolator	16.41 \$	livraison documents
4210	Raymond Chabot Grant Thornton	1 506.17 \$	facture finale
4211	R.O'Connor Construction Inc	9 963.32 \$	transport, pelle mécanique urgence
4212	Service pneu Lavoie	762.56 \$	pneu Western 2015
4213	Sogercom	885.31 \$	entretien site web 28-02 au 16-05-2019
4214	SSQ	1 776.70 \$	cotisation assurance 2019 pompiers
4215	Staples	302.35 \$	reliures, marqueurs,stylos,étiquettes...
4216	Ville de Gatineau	386.97 \$	analyse d'eau 3 stations
4217	Ray A.Thompson Trucking	23 000.00 \$	résolution #024-02-2019 contrôle végétation ch.McDonald
	<b>Total</b>	<b>214 319.80 \$</b>	
	Dépenses incompressibles		
# prélèvement			
921	Ministère du Revenu Québec (DAS)	20 131.07 \$	
922	Receveur Canada	7 839.06 \$	
916,917,918,919	Bell Canada	1 491.57 \$	station pompage Low, caserne,garage,bureau
920	Bell mobilité	68.37 \$	cellulaire urgence
923	Douglas Morrison	9 778.72 \$	essence, diésel
924, 925,926	Hydro Québec	1 052.27 \$	station pompage Venosta et Fielville, éclairage public
927	Supérieur Propane	1 192.67 \$	vrac propane
928	Visa	311.12 \$	location fourgonnette, Storm,Adobe
	<b>Total</b>	<b>41 864.85 \$</b>	
	RREMQ	1 572.39 \$	REER 22 mai - 21 juin 2019
	Assurance collective	2 593.48 \$	22 mai -21 juin 2019
	Salaires nets	41 248.72 \$	22 mai -21 juin 2019

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4		X		
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

# 147-07-2019

**ADOPTION OF BY-LAW NUMBER 05-2019 ENTITLED "BY-LAW NUMBER 05-2019 DETERMINING A LOAN OF \$ 760,585.00 TO FINANCE MONEY TO BE RECEIVED FROM THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING UNDER THE TECQ PROGRAM 2014-2018 AND THE DEPARTMENT OF PUBLIC SECURITY IN THE FRAMEWORK OF THE GENERAL PROGRAM OF FINANCIAL ASSISTANCE IN REAL OR IMMINENT DISCLAIMS ORDER No. 403-2019 "- 11**

**WHEREAS** this by-law is adopted in accordance with the second paragraph of article 1061.1 of the Municipal Code of Québec;

**WHEREAS** the email of intent of a grant from the Department of Municipal Affairs and Housing of Mr. Philippe Goyer-Desrosiers on December 14, 2018, in the amount of \$ 483 970.00 to allow the payment of work done such as indicated in the TECQ 2014-2018 programming of the Municipality Township of Low;

**WHEREAS** the monies to be received from the Ministry of Public Security as part of the general program of financial assistance for actual or imminent disasters Decree No. 403-2019 is in the amount of 276 615.00, and this, as indicated in the "Claim Form - Municipalities" of the Ministry of Public Security;

**WHEREAS** it is necessary to borrow the sum of \$ **760 585.00**;

**WHEREAS** the Municipality Township of Low wishes to avail itself of the power provided for in the second paragraph of the subparagraph of Article 1063 of the Municipal Code of Québec;

**WHEREAS** repairs to the infrastructures were necessary;

**WHEREAS** the notice of motion was duly given at the Council meeting held on June 18, 2019 and that the draft by-law was tabled at the same meeting;

**THEREFORE**, it is

**PROPOSED** by Councilor Joanne Mayer

**SUPPORTED** by Councilor Maureen Rice

**THE COUNCIL DECREES AS FOLLOWS:**

**ARTICLE 1.** The preamble is an integral part of the rules;

**ARTICLE 2.** In order to fully fund the amounts provided for in the Ministry of Municipal Affairs and Housing grant, TECQ 2014-2018, in the amount of \$ 483,970.00, in order to allow the payment of work done such as indicated in the TECQ 2014-2018 programming of the Municipality, the council is authorized to spend \$ 483,970.00;

**ARTICLE 3.** In order to fully fund the amounts spent as a result of emergency measures in the amount of \$ 276,615.00, as indicated in the "**Claim Form - Municipalities**" of the Ministry of Public Security;

**ARTICLE 4.** To obtain this sum, the municipality is authorized to borrow up to the amount of the sum will be repaid in full when the municipality receives the grant / government

contribution. The rate for the loan is variable. The rate will be the Desjardins prime rate (TP) + 1% difference. For information, the TP is 3.95% as of today. As an indication, the monthly repayments at the 1% TP + rate would be approximately \$ 2,954.90 as of today for a loan of \$ 760,585.00 (term: interest only);

**ARTICLE 5.** The Council is authorized to make capital expenditures for repairs to its infrastructure for a total amount of \$ 760,585.00;

**ARTICLE 6.** To cover the expenses incurred in respect of the interest and the capital repayment of the annual installments of the loan, it is by the present by-law imposed and will be deducted, annually, during the term of the loan, on all the immovables taxable in the territory of the municipality, a special tax at a rate sufficient according to their value as it appears on the assessment roll in force each year;

**ARTICLE 7.** The council allocates to the reduction of the loan decreed in the present by-law any contribution or subsidy which could be paid for the payment of a part or the totality of the expenditure decreed by the present by-law;

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

**ARTICLE 8.** The present by-law will come into force in accordance with the law.

Given to the Township of Low, this 2nd day of July 2019.

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

\_\_\_\_\_  
Pierre Gagnon  
Director General

Notice of motion: June 18, 2019  
 Tabling of the draft by-law: June 18, 2019  
 Adoption of the by-law: July 2, 2019  
 Entry into force: July 2, 2019

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	x			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	x			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**# 148-07-2019**

**DEFAMATION AND BREACH OF COMMITMENT - LEGAL PROCEDURE - 12**

**WHEREAS** there was defamation and non-compliance with an agreement with the Municipality;

**CONSEQUENTLY, it is**

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** by the present members of Council to initiate legal proceedings to enforce this agreement and stop the defamation.

THAT the line of credit be allocated to this expense.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4		X		
<b>Matthew Orlando</b>	Seat # 5		X		
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**# 149-07-2019**

**REQUEST FOR PRICES FOR AN OPERATIONAL DIAGNOSIS - ASSESSMENT OF OUR WORKFORCE - 13**

**CONSEQUENTLY**, it is

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** by the present members of Council to authorize the President of the HR committee to do price research for an operational diagnosis to assess our workforce.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4		X		
<b>Matthew Orlando</b>	Seat # 5		X		
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

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**# 150-07-2019**

**CONGRESS OF THE QUEBEC FEDERATION OF MUNICIPALITIES - 14**

**WHEREAS** the FQM convention will be held September 26-28 at the Québec City Convention Center;

**WHEREAS** registration fees are \$ 799.00 plus tax for each member of the FQM;

**CONSEQUENTLY**, it is

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Matthew Orlando

**AND RESOLVED** by the present members of Council, to mandate 2 members of Council to participate in the congress of the FQM on September 26th to 28th in Quebec City;

**AND**

**REIMBURSING** travel expenses, accommodation and meals upon presentation of supporting documents.

**THAT** budget item # 02-11000-346 be allocated this expense.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				x
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	x			
<b>Luc Thivierge</b>	Seat # 4		X		
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**# 151-07-2019**

**RESOLUTION OF SUPPORT TO MRCVG CONCERNING THE DECLARATION OF A SPECIAL INTERVENTION AREA TO PROMOTE BETTER MANAGEMENT OF THE FLOOD AREAS AND SUBTRACTION OF THE TERRITORY REFERRED TO THIS DRAFT ORDER TO CERTAIN PROHIBITIONS FOLLOWING ITS PUBLICATION - CONCERNS TO THE GOVERNMENT OF THE QUÉBEC PRIOR TO THE ADOPTION OF THE NORMATIVE FRAMEWORK FOR THE DEVELOPMENT OF THE TERRITORY IN A FLOOD AREA - 15**

**CONSIDERING** the adoption of the "Decree concerning the declaration of a special intervention zone to promote better management of flood zones and subtraction of the territory referred to in this draft decree from certain prohibitions following its publication" (hereinafter the "Order in Council") by the Government du Québec on June 17, 2019;

**WHEREAS** this decree, adopted without prior consultation with the territories concerned, imposes a moratorium on the construction of any new building within a special intervention zone and any reconstruction of a building that has lost more than half its value due to floods;

**WHEREAS** the establishment of these special intervention zones, which covers the territory of the MRCVG, includes, according to the Government of Quebec, the areas of risk of flood of high current (0-20 years) of the MRCVG having been flooded in 2017 and 2019;

**WHEREAS** for the territory of the MRC of Vallée-de-la-Gatineau, the zones identified in these ZIS are derisory and do not represent in any way the reality experienced locally during the floods of 2017 and 2019 and that these zones, as identified, virtually halt the ongoing development projects in this devitalized RCM;

**WHEREAS** it is advisable to act with caution for any construction to be carried out in the flood zones, but that the government must have in hand all the information necessary for the determination of these zones;

**WHEREAS** it is of paramount importance that the Government of Québec consults and, above all, proceed quickly and without delay to field visits of the MRCVG prior to the adoption of the normative framework on land use planning in the flood zone;

**WHEREAS** it is inconceivable that any development project already started be blocked by the adoption of this decree, until the adoption of the new normative framework. THEREFORE, it is

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED** by the present members of Council, to ask the Quebec government to review the terms and conditions provided for in the decree and the areas identified and to proceed rapidly with field visits of the MRCVG prior to the adoption of the normative framework on the development territory in a flood zone.



It also resolved to transmit a copy of this resolution to Mr. Robert Bussière, Member of Parliament for Gatineau.

It is also resolved to send a copy of this resolution to the MRC du Québec bordering the MRCVG.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	x			
<b>Matthew Orlando</b>	Seat # 5	x			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**# 152-07-2019**

**REIMBURSEMENT OF TRAVEL EXPENSES OUTSIDE MUNICIPALITY FOR COUNCIL MEMBERS - 16**

**WHEREAS** the council of the municipality wishes to establish guidelines that the members of the Municipal Council will have to respect concerning the reimbursement of mileage engaged in the exercise of their functions, and this, outside the municipality;

**WHEREAS** the amount for each kilometer to be refunded is defined by the Council;

**THEREFORE**, it is

**PROPOSED** by Councilor Luc Thivierge,  
**SUPPORTED** by Councilor Matthew Orlando

**AND RESOLVED** by the present members of Council, to reimburse travel expenses outside the municipality to the members of the Council in the exercise of their functions.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	x			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**INFORMATION AND QUESTIONS RELATED TO ADMINISTRATION – 17**

**2. PUBLIC SAFETY**

**DEPOSIT OF THE REPORT FOR THE PUBLIC SAFETY COMMITTEE -1**

The public safety committee presents their report.

**# 153-07-2019**

**ADOPTION AND SIGNATURE OF A PROTOCOL OF AGREEMENT FOR FIRST RESPONDENT SERVICE - 2**

**WHEREAS** the Outaouais Integrated Health and Social Services Center is responsible for accreditation of first responder services;

**WHEREAS** the present members of Council attest that they have received a copy and have read the Memorandum of Understanding between the Municipality Township of Low and the Outaouais Integrated Health and Social Services Center to establish and provide a first responder level service 1, 2 and 3;

**CONSEQUENTLY, it is**

**PROPOSED** by Councilor Luc Thivierge  
**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** by the present members of Council:

**To appoint** the Director of the Fire Department Service, Mr. Michel Lemieux and his successors to the position of Director of the Fire Department, interlocutor with the Outaouais Integrated Health and Social Services Center;

**To authorize** the acting Mayor, Mr. Ghyslain Robert, and the Director General, Mr. Pierre Gagnon, to sign for and on behalf of the Municipality Township of Low, the Memorandum of Understanding with the Integrated Health and Social Services Center de l'Outaouais on the establishment of a first responder service and the adoption of a memorandum of understanding between the Municipality Township of Low and the Outaouais Integrated Health and Social Services Center.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1		X		
<b>Maureen Rice</b>	Seat # 2	x			
<b>Anne Bélisle</b>	Seat # 3			X	
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

# 154-07-2019

**AGREEMENT WITH MICHEL LEMIEUX, DIRECTOR OF FIRES - EXTENSION OF CONTRACT – 3**

**WHEREAS** Council wishes to use an additional period to analyze its public safety needs;

**CONSEQUENTLY, it is**

**PROPOSED** by Councilor Luc Thivierge  
**SUPPORTED** by Councilor Joanne Mayer

**AND RESOLVED** by the present members of council to extend the hiring period of Mr. Michel Lemieux for the period from May 7, 2019 to December 31, 2019 for the position of Director of the Fire Department.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

# 155-07-2019

**APPOINTMENT OF ASSISTANT FIRE CHIEF – 4**

**WHEREAS** the Fire Department needs an assistant fire chief;

**CONSIDERING** the recommendation of the public safety committee.

**WHEREAS** Mr. Ghyslain Robert is interested in the position of assistant Fire Chief;

**CONSEQUENTLY, it is**

**PROPOSED** by Councilor Luc Thivierge

**SUPPORTED** by councilor Joanne Mayer

**AND RESOLVED** by present members of Council to hire, Mr. Ghyslain Robert, as assistant Fire Chief of the Fire Department of the Municipality Township of Low five hours a week for the period from July 8, 2019 to December 31, 2019 inclusive, as stipulated in the employment contract.

Provided the legal opinion is favorable.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5		X		
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

# 156-07-2019

**CALL FOR "CRIME STOPPERS" \$ 1,000 REWARD FOR INFORMATION ON THE KELLY BRIDGE FIRE - 5**

**WHEREAS** the safety of our citizens is important to us;

**CONSEQUENTLY, it is**

**PROPOSED** by Councilor Luc Thivierge,

**SUPPORTED** by Councilor Joanne Mayer

**AND RESOLVED** by the present members of Council, to pledge a \$ 1000.00 reward through the **CRIME STOPPERS** program for any information that leads to the arrest of an arson arrest at the Kelly Bridge.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	x			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**INFORMATION AND QUESTIONS RELATED TO PUBLIC SAFETY - 6**

**3. PUBLIC WORKS**

**TABLING OF THE REPORT FOR THE PUBLIC WORKS COMMITTEE-1**

Tabling of the report for the public works committee.

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**# 157-07-2019**

**TENDER FOR MOWING VEGETATION ALONG ROADSIDES; - 2**

**WHEREAS** the Municipality has received two (2) tenders for the mowing of vegetation along the roads of the Municipality Township of Low;

	Prix à l'heure (\$)	Transport
3097-4547 QUÉBEC Inc.	95.00	En surplus
JUSTIN MEUNIER	100.00	-----

**WHEREAS** the company of Justin Meunier has no surplus transportation;

**FOR THESE REASONS**, it is

**MOVED** by Councilor Luc Thivierge

**SECONDED** by Councilor Matthew Orlando

**AND RESOLVED** to accept the bid of Mr. Justin Meunier for the mowing of vegetation along the roads of the Municipality Township of Low, in the amount of 100.00 \$ / hour, including transport, plus applicable taxes.

**THAT** the line of credit be allocated to this expense.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**# 158-07-2019**

**REPAIRS OF THE BACKHOE - 3**

**WHEREAS** the backhoe is an essential piece of equipment necessary for road works;

**WHEREAS** the positive recommendation of the public works committee;

**CONSEQUENTLY**, it is

**PROPOSED** by Councilor Luc Thivierge

**SUPPORTED** by Councilor Matthew Orlando

**AND RESOLVED** by the present members of Council to authorize an expense not exceeding \$ 9311.58, plus applicable taxes, for the repairs of the backhoe.

**THAT** the line of credit be allocated to this expense.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**# 159-07-2019**

**TENDERS FOR SNOW REMOVAL - 4**

**WHEREAS** the Municipality wants to reduce the expenses of the road;

**WHEREAS** the recommendation of the public works committee;

**CONSEQUENTLY**, it is

**PROPOSED** by Councilor Luc Thivierge

**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** by the present members of Council to authorize the Director General to proceed with a call for tenders for the snow removal of the portion of the following roads (maintained by the Municipality): Fieldville, McDonald, Lac Bernard North, O'Rourke and Vimy.

**THAT** the tender document be drafted by the Public Works Committee

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**INFORMATION AND QUESTIONS RELATING TO PUBLIC WORKS COMMITTEE-**

**5**

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**4. ENVIRONMENT**

**REPORT OF THE ENVIRONMENT COMMITTEE -1**

The environment committee presents their report

**# 160-07-2019**

**EMPTY PORTABLE TOILET EVERY 2 WEEKS UNTIL THE BEGINNING OF SEPTEMBER - 2**

**WHEREAS** the municipality has received a quote from Gascon Equipment's in the amount of \$ 75.00 every two weeks for the emptying of the portable toilet;

**CONSEQUENTLY**, it is

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED** by the present members of Council to accept the Gascon Equipment's bid and to authorize an expense of \$ 75.00, plus applicable taxes, for the emptying of the portable toilet until early September.

**THAT** budget item #02-70150-515 be allocated to this expense.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**# 161-07-2019**

**AUTHORIZATION FOR MAILING VIA MEDIA POST AND / OR POSTING FOR A CONSULTATION- 3**

**PROPOSED** by Councilor Joanne Mayer  
**SUPPORTED** by Councilor Anne Bélisle

**AND RESOLVED** by the present members of the Council to accept sending via media poste and / or posting for a public consultation.

**THAT** budget item # 02-61000-339 be allocated this expense.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4		X		
<b>Matthew Orlando</b>	Seat # 5		x		
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**# 162-07-2019**

**AMENDMENTS TO THE ENVIRONMENT COMMITTEE - 4**

**WHEREAS** councilor Anne Bélisle has shown interest in the environment committee;

**WHEREAS** the councilor, Matthew Orlando wishes to withdraw from the environment committee;

**CONSEQUENTLY**, it is

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Matthew Orlando

**AND RESOLVED** by the present members of Council to accept the resignation of Councilor Matthew Orlando on the Environment Committee and to appoint Councilor Anne Bélisle as member of the Environment Committee.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4		X		
<b>Matthew Orlando</b>	Seat # 5	x			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**INFORMATION AND QUESTIONS RELATING TO ENVIRONMENT- 4**

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**5. PLANNING**

**DEPOSIT OF THE REPORT FOR THE URBAN COMMITTEE -1**

The Planning Department Committee presents their report.

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**# 163-07-2019**

**ADOPTION OF BY-LAW NUMBER 04-2019 ENTITLED "MINOR DEROGATIONS REGULATIONS OF THE MUNICIPALITY TOWNSHIP OF LOW" - 2**

**WHEREAS** under the Act respecting land use planning and development, the Municipality may adopt a by-law concerning minor exemptions for the municipality;

**CONSEQUENTLY**, on a motion by Councilor Luc Thivierge, seconded by Councilor Matthew Orlando, it is unanimously resolved that Council adopt by-law number 04-2019 and that it be made and decreed and it be is by this Regulation the following, namely:

**CHAPTER 1**

**DECLARATORY, INTERPRETATIVE AND ADMINISTRATIVE PROVISIONS**

**SECTION 1: DECLARATORY PROVISIONS**

**1. TITLE OF BY-LAW**

These By-laws are entitled "By-law concerning minor exemptions of the Municipality Township of Low".

**2. REPEAL**

This by-law repeals By-law 001-2001, entitled "By-law on Minor Exemptions of the Municipality of Township of Low", as amended by all its amendments and any inconsistent provision of another by-law.

**3. VALIDITY**

The Council shall adopt this By-law in its entirety and also chapter by chapter, section by section, article by article, paragraph by paragraph, subparagraph by subparagraph. If any chapter, section, article, paragraph, subparagraph of these Rules is declared invalid by any authorized authority, the remainder of the Rules will continue to apply as far as possible. .

**4. FIELD OF APPLICATION**

The present By-law governs the mode of presentation and the procedure for the analysis of an application for a minor derogation, the purposes of the Zoning and Subdivision By-Laws which may be subject to a minor derogation request as well as the reasons for eligibility and decision in respect of such an application. Any minor exemption request must be filed and considered in accordance with these By-laws.

## **5. REPEAL**

These By-laws repeal, for all rights purposes, all By-laws of the same subject and all their amendments.

## **SECTION 2: INTERPRETATIVE AND ADMINISTRATIVE PROVISIONS**

### **6. TERMINOLOGY**

For the purposes of this by-law, unless the context indicates otherwise, every word or expression has the meaning ascribed to it in Zoning By-law 02-93 and subsequent number. If a word or expression is not specifically defined in this appendix, it means in its common sense defined in the dictionary.

### **7. APPLICATION OF THE BY-LAW**

The administration of this by-law is entrusted to the officer designated by resolution of the municipal council.

### **8. COMPETENT AUTHORITY**

The application, supervision and control of this By-law shall be the responsibility of the designated officer. Representatives with the same powers and duties are appointed by resolution of the municipal council. The designated official and his authorized representatives therefore constitute the competent authority. In this By-law, the use of the expression "designated officer" is equivalent to the use of the expression "competent authority", "municipal inspector" and "director of the planning department".

### **9. POWERS AND DUTIES OF THE DESIGNATED OFFICIAL**

The powers and duties of the design officer are set out in licenses and certificates 05-93 and subsequent.

## **CHAPTER 2**

### **PROVISIONS RELATING TO THE FILING OF AN APPLICATION AND THE ANALYSIS PROCEDURES**

#### **SECTION 1: CRITERIA FOR ELIGIBILITY OF AN APPLICATION**

### **10. ELIGIBLE APPLICATION**

All provisions of zoning and subdivision By-laws in effect in the territory of the Municipality of Canton de Low may be subject to a minor derogation, with the exception of the provisions relating to:

- 1) uses;
- 2) the density of occupancy on the ground, which includes:
  - (a) the number of dwellings per building;
  - (b) the minimum area of a lot for a use in the "Residential" group;
  - (c) the minimum frontage of a lot for a use of the "Habitation" group;
  - d) the height of a main building of a use in the "Residential" group.

### **11. IMPORTANCE OF THE "MINOR" CHARACTER OF A MINOR EXEMPTION**

The notion of "minor" is important for the Municipality of Low. A minor derogation should make it possible to adjust the dimensions of a building (margins, services required, minimum area of implantation, width of a building, coefficient of footprint, natural area, etc.) or a subdivision (eg, minimum depth in the case of an irregular lot or on an existing street or a lot adjacent to a watercourse) for properties on which a construction project is already possible. Otherwise, the derogation from the zoning and subdivision by-law becomes major and may have the effect of affecting the enjoyment by the owners of neighboring properties of their right of ownership.



A derogation is also not a way to avoid the modification of a regulation considered as inadequate. For example, it cannot be generalized for an entire new major subdivision project, which would directly result in an increase in the dwelling density of a sector. In this case, the applicant must file an application for a regulatory amendment, whether by a change to the zoning or subdivision by-law or by the specific project procedure of construction, modification or occupancy of an immovable, if applicable.

A derogation may also make it possible to adjust the standards for setting up a building, landscaping or posting without causing damage to the neighborhood, but the application of which causes prejudice to the owner. Thus, the minor derogation makes it possible to adjust the regulations to the minimum in order to allow the realization of a project or to correct non-conformities resulting from work done in good faith following the issuance of a construction or subdivision permit.

Any request for exemption from environmental protection measures must be accompanied by a comprehensive explanatory document to ensure that the environmental impact of the application is negligible. To obtain such a waiver, an applicant should even provide a proposal to improve the quality of the environment as compensation for the waiver request.

A derogation may also be granted to allow the improvement and maintenance of a building with grandfathering rights. This obviously excludes any form of acquired right relating to a use, since the Act does not allow for a minor derogation regarding uses.

In all cases, a minor derogation is an exceptional measure that should not normally be granted if an applicant can comply with the regulations in force. However, an applicant should have the right to apply for a minor exemption to meet the requirements of the municipal council under the other discretionary planning by-laws. For example, an applicant may, following a refusal, propose to the Municipality a minor derogation to better meet the objectives and criteria of the Site Planning and Architectural Integration By-law.

## **12. ADMISSIBLE AREAS**

An application for a minor variance may be granted in all zones identified in the zoning plan that forms an integral part of Zoning By-law number 02-93 and subsequent number with the exception of an area where the land use is subject to restrictions. particular constraints for reasons of public safety.

## **13. MANDATORY CONDITIONS**

An application for a minor variance may be made in respect of work planned, in progress or already carried out.

Any minor derogation must, in order to be granted, meet the following conditions:

- i. The derogation must meet the concept of "minor" identified in Article 10 of this By-law;
- ii. The application of the provision of the By-law referred to in the application must have the effect of causing serious prejudice to the applicant;
- iii. The derogation must not affect the enjoyment by the owners of neighboring properties of their right of ownership.
- iv. The exemption must respect the objectives of the Master Plan. This includes the general development axes of the master plan, as well as the planning objectives identified in the urban plan.

## **14. REQUEST FOR WORK IN PROGRESS OR ALREADY EXECUTED**

To be eligible, an application for a minor exemption pertaining to work or a cadastral operation in progress or already carried out must meet the following conditions:

- i. The work or the cadastral operation must have been subject, as the case may be, to a building permit, a certificate of authorization or a subdivision permit;
- ii. The work or the cadastral operation must have been performed in good faith; Where work is in progress or has already been carried out, the request for exemption may not be intended to shield the claimant from the consequences of work performed without having obtained the required or negligently executed authorizations.

## **15. EVALUATION CRITERIA**

The analysis of a request for a minor derogation must be made on the basis of the following criteria:

- i. The application complies with the requirements of sections 9 to 13 inclusive;
- ii. The Applicant has demonstrated, based on the nature of his application, that he is unable to comply with the relevant provision of the By-laws, that it would be particularly difficult for him to do so or that the regulatory provision has an unusual effect on its building or construction.

## **SECTION 2: PROCEDURES**

### **16. CONTENT OF THE APPLICATION**

An application for a minor exemption must be accompanied by the following documents and information:

- i. The contact details (last name, first name, address, telephone number, email address) of the owner and, where applicable, his representative. If applicable, a letter authorizing the agent to act on behalf of the owner of the immovable in question;
- ii. An up-to-date certificate of location prepared by a land surveyor if it is an existing construction;
- iii. A site plan prepared by a land surveyor if it is a planned construction;
- iv. When required for analysis of the application, photos, plans, sketches or details explaining the request;
- v. A document signed by the owner or, where applicable, his agent, stating:
  - a. The details of any derogation that is the subject of the request;
  - b. The identification of the regulatory provision covered by the application;
  - c. The reasons why it is impossible or particularly difficult to comply with the regulatory provision referred to or, where appropriate, the nature of the unusual effect which the applicant considers to be the result of the application of the regulatory provision;
  - d. The reasons why work in progress or already performed does not comply with the regulatory provision in question;
  - e. A demonstration of the existence and nature of the damage caused to the owner of the immovable by the application of the relevant provision;
  - f. A demonstration of the fact that the minor derogation does not affect the enjoyment, by the owners of neighboring properties, of their right of ownership;
  - g. The payment of all expenses of the request incurred by the Municipality.

### **17. TRANSMITTING THE APPLICATION TO THE DESIGNATED OFFICIAL**

The request for a minor exemption, together with all the information and documents required, must be sent in writing to the designated official.

### **18. ADDITIONAL INFORMATION**

The applicant must provide the designated officer with any additional information required to ensure a proper understanding of the minor exemption request.

### **19. TRANSMITTING THE FILE TO THE PLANNING ADVISORY COMMITTEE**

As of the date on which he has in hand all the information and documents required by this by-law as well as the sum covering all the analysis costs and the publication, the designated officer transmits the file to the advisory planning committee according to the calendar of sessions of the current year.

### **20. STUDY OF THE REQUEST BY THE COMMITTEE**

The planning advisory committee studies the request. After analyzing the request, the Planning Advisory Committee must make its recommendation in writing, taking into account the conditions and criteria set out in this by-law.

If the committee finds or concludes that the application for a minor exemption does not comply with the provisions of sections 9 to 13 inclusive, the committee must reject the application.

The resolution formulating the committee's recommendation is then forwarded to the Board, which must make its decision.

### **21. PUBLIC NOTICE**

The director general of the municipality must, at least 15 days before the meeting at which the council must decide on the minor exemption request, publish, in accordance with the law that governs the municipality, the notice provided for by the municipality; section 145.6 of the Land Use Planning and Development Act (RL.RQ, chapter A-19.1). This notice must indicate:

- i. The date, time and place of the meeting at which the application will be heard by the Council;
- ii. The nature and effects of the requested derogation;
- iii. The designation of the building affects using the traffic lane and address of the building or, failing that, the cadastral number;

- iv. The fact that any interested party can be heard by the board with respect to this application.

**22. COUNCIL DECISION**

Before making a decision, the Council, or the person it designates, must make the claim for exemption. After hearing from anyone who wishes to speak on the request and having read the recommendation of the Planning Advisory Committee, the Council renders its decision. The Council is not bound by the recommendation of the Planning Advisory Committee. The resolution by which the council renders its decision may prescribe any condition, having regard to the powers of the municipality, to mitigate the impact of the exemption.

A certified copy of the resolution by which the Council has rendered its decision must be sent to the applicant within 15 days of its adoption.

**23. ISSUE OF PERMIT OR CERTIFICATE**

When the Council Resolution grants the minor variance requested, the public servant may then issue the required building permit, subdivision permit or certificate of authorization, provided that the application complies with the applicant's application, Council conditions provided for in the resolution granting the derogation, as well as all the other provisions of the urban planning by-laws except for the one that was the subject of the minor derogation.

**CHAPTER 3**

**TRANSITIONAL AND FINAL PROVISIONS**

**24. PENDING APPLICATION**

Notwithstanding sections 3 and 4, any application for a minor exemption filed before the coming into force of this By-law remains subject to the requirements of by-law 001-2001 and must be studied in accordance with this by-law.

**25. ENTRY INTO FORCE**

This By-law shall enter into force after completion of the formalities provided for by law.

Given to the Township of Low this 2nd day of July 2019.

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

\_\_\_\_\_  
Pierre Gagnon  
Director General

Notice of motion: June 18, 2019  
 Tabling of the draft by-law: June 18, 2019  
 Adoption of the by-law: July 2, 2019  
 Entry into force: July 2, 2019

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

# 164-07-2019

**ADOPTION OF BY-LAW NUMBER 03-2019 ENTITLED "BY-LAW  
 CONSTITUTING THE URBAN PLANNING ADVISORY COMMITTEE" - 3**

**PROVINCE OF QUEBEC  
MRC OF THE VALLEY-DE-LA-GATINEAU  
MUNICIPALITY OF TOWN OF LOW**

**BY-LAWS CONSTITUTING THE PLANNING ADVISORY COMMITTEE OF THE  
MUNICIPALITY TOWNSHIP OF LOW**

**WHEREAS** under the Act respecting land use planning and development, the Municipality may adopt a by-law constituting the planning advisory committee of the municipality;

**CONSEQUENTLY**, on a motion by Councilor Luc Thivierge, seconded by Councilor Matthew Orlando, it was unanimously resolved that Council adopt by-law number 03-2019 and that it be made and decreed and it is hereby by the following by-law: know:

**CHAPTER 1: Declaratory and interpretative provisions**

**ARTICLE 1. PREAMBLE**

That the preamble be part of this By-law as if it were recited throughout.

**ARTICLE 2. TITLE OF BY-LAW**

This by-law is entitled "By-law constituting the Planning Advisory Committee" and number 03-2019

**ARTICLE 3. FIELD OF APPLICATION**

The purpose of this by-law is to establish the Planning Advisory Committee of the Municipality of Canton de Low. It prescribes the responsibilities, composition and rules of operation of the Planning Advisory Committee.

**ARTICLE 4. ADOPTION PARTY BY PART**

The Municipal Council of the Municipality of Canton de Low hereby declares that it adopts this by-law chapter by chapter, section by section and article by article, paragraph by paragraph and paragraph by paragraph, so that if part of the this by-law has no effect and no effect on the other parts of the by-law except where the meaning and scope of the by-law or any of its provisions would find it altered or modified.

**ARTICLE 5. INTERPRETATION OF PROVISIONS**

Unless the context indicates a different meaning, it is agreed that:

1. The use of the word "Must" indicates an absolute obligation;
2. The use of the verb "POWER" indicates an optional meaning, except in the expression "CAN NOT" which means "MUST NOT";
3. The word "WHOEVER" includes any natural or legal person.

The titles of the chapters and articles of this By-law are given to improve the understanding of the text. In case of contradiction between the text and the title (s) concerned, the text prevails.

The dimensions, areas and other measures set out in the By-law are expressed in units of the international system.

**ARTICLE 6. NUMBERING**

The numbering method used in this By-law is as follows (where the text of an article does not contain numbering in relation to a paragraph or sub-paragraph, it is a paragraph):

1. Chapter
  - 1.1 Article
    1. Paragraph
      - a) Subparagraph

## **ARTICLE 7. NAME OF COMMITTEE**

The Planning Advisory Committee is designated by the term "Committee" in this by-law.

## **ARTICLE 8. TERMINOLOGY**

Unless expressly indicated otherwise or unless the context indicates otherwise, the terms, terms and words have the meaning and application assigned to them by the Permits and Certificates By-law.

## **CHAPTER 2: RESPONSIBILITIES, COMPOSITION AND FUNCTIONING OF THE COMMITTEE**

### **ARTICLE 9. GENERAL PROVISIONS**

The Committee has the power to study and recommend urban planning, zoning, subdivision and construction. Specifically, the function of the committee is:

1. To study and submit to Municipal Council recommendations on any application submitted to it in accordance with Chapter IV of the Act respecting land use planning and development, L.R.Q., c. A-19.1;
2. To study and submit to the Municipal Council, at the request of the latter, recommendations on all draft urban planning by-laws, including amendments to these by-laws;
3. To study and submit to the Municipal Council, at the request of the latter, recommendations on the urban plan, including modifications to this urban plan;
4. To study and submit to Municipal Council recommendations on any matter submitted to it.

### **ARTICLE 10. SUBCOMMITTEES OF STUDIES**

With the authorization of Council, the Committee may form study subcommittees composed of its members or some of its members and any other professional resources to assist these sub-committees.

The sub-committees of study may study any question submitted to them by the Council, other than the applications submitted to them in accordance with Chapter IV of the Act respecting land use planning and development, L.R.Q., c. A-19.1. Subcommittees should report the results of their research and studies to the Committee and the Council in the form of reports.

### **ARTICLE 11. RECOMMENDATIONS**

The recommendations of the Committee are submitted to Council in the form of minutes.

### **ARTICLE 12. MINUTES AND WRITTEN REPORTS**

Minutes of the meetings of the Committee must be drawn up and kept in the archives of the Municipality.

Council may request from the Committee a written report on any matter covered by sections 9 and 10 of this by-law.

### **ARTICLE 13. MUNICIPAL EMPLOYEES**

The Designated Planning Officer shall attend ex officio meetings of the Committee. The designated officer has the right to speak at meetings of the Committee but is not a member of the Committee and does not have the right to vote.

### **ARTICLE 14. SECRETARY FOR THE COMMITTEE**

The designated officer acts as secretary to the Committee. The responsibilities of the secretary are:

1. Establish the schedule of meetings annually with the Committee;
2. Prepare agendas with the president of the Committee;
3. Convene members of the Committee to meetings;
4. Transmit to the members of the Committee the plans and documents necessary for the study of files and applications;
5. Prepare reports and minutes of the Committee;
6. Have signatures, where required, on the reports and minutes of the Committee;
7. Submit to the General Management, for presentation to council, the Committee's recommendations;
8. Forward any other correspondence to the members of the Committee.

A member of the Committee may prepare reports and minutes at the request Council.

**ARTICLE 15. PROFESSIONAL RESOURCES**

The Committee may appoint, with the authorization of the Municipal Council, any professional resource to assist and advise the Council in the examination of an application when it deems it necessary. These professional resources have the right to speak but are not members of the Committee and do not have the right to vote.

**ARTICLE 16. NUMBER OF MEMBERS**

The Committee is composed of 9 members appointed, by resolution, by the Municipal Council, of which:

- 1. Two (2) members of Council;
- 2. Seven (7) residents of the territory of the Township of Low.

**ARTICLE 17. SELECTION OF RESIDENT MEMBERS**

The selection of the resident members of the Committee is carried out by means of a public notice posted on the information boards and at the municipal office. The selection of members is the responsibility of Council and they are appointed by resolution.

**ARTICLE 18. DURATION OF MEMBERSHIP**

The term of office of the members of the Committee shall be 2 years from the date of the resolution of the Municipal Council. The term of office of the members may be renewed by resolution of the City Council for a period of 2 years.

**ARTICLE 19. REPLACEMENT OF A MEMBER**

City Council may replace a member of the Committee in the event of death, resignation, incapacity or incapacity to perform his duties or in the case of 3 successive absences without valid reason and without having previously informed the Secretary of the Committee. Committee. The loss of resident status results in disqualification from being a member of the Committee.

Council may at any time revoke the mandate of a member of the Committee.

In these cases, the Council must appoint, by resolution, another person for the duration of the mandate of the vacant seat.

When a member of the Committee is appointed as a municipal councilor, he ceases to be a member of the Committee when his term ends or when he is declared disqualified from being a member of the Municipal Council.

**ARTICLE 20. REMUNERATION OF MEMBERS**

The members of the Committee receive no remuneration. They may, however, receive an attendance allowance fixed by the City Council.

This article does not apply to members of the Committee who are also members of the Municipal Council.

**ARTICLE 21. QUORUM**

The quorum of the Committee is 5 members. A board member appointed as a substitute by the board may attend with the right to vote in the absence of a quorum.

If the quorum is not reached within 30 minutes of the start time of the meeting, it shall be declared canceled. On the declaration of the lack of a quorum, the secretary of the Committee must convene another meeting.

In the event that the departure of a member during the meeting results in the loss of a quorum or that a member has declared an interest in one of the requests, the remaining members must adjourn the meeting. The secretary of the Committee must call the members to resume work at a later date.

**ARTICLE 22. DECLARATION OF INTEREST**

A member shall refrain from any activity that is incompatible with his duties, avoid any conflict of interest and prevent any situation that may cast doubt on his objectivity or impartiality.

A member must declare any conflict of interest in an application submitted to the Committee. During the review of the application, the member with an interest must withdraw and may not participate in the Committee's discussions and recommendations regarding this application.

The declaration of interest and the withdrawal of the member must be recorded in the minutes of the meeting by the secretary.

A member is presumed to have an interest and must withdraw in one of the following cases (non-exhaustive list):

1. He has received a mandate from the applicant in respect of the application or project submitted;
2. He has a personal, pecuniary or professional interest in the granting or refusal of the application, or in the approval or rejection of the project;
3. The applicant, at the time of the application, uses the member's professional services for other projects;
4. He is a member of the family directly or indirectly by his spouse;
5. He is an applicant or member or employee of an organization or company making the request.

#### **ARTICLE 23. PRESIDENT OF THE COMMITTEE**

City Council shall designate the chairperson of the meeting from among the councilors. The term of office of the President is 2 years or expires at the end of his term as a member. The mandate of president can be renewed.

#### **ARTICLE 24. VICE-PRESIDENT OF THE COMMITTEE**

City Council shall designate the Vice-Chairperson of the Committee from among the Councilors. The term of office of the Vice-President is 2 years or expires at the end of his / her term as a member. The mandate of the vice-president may be renewed. In the absence of the Chair at a meeting of the Committee, the Vice-Chair shall chair the Committee at that meeting.

#### **ARTICLE 25. VOTING OF MEMBERS**

The recommendations of the Committee are adopted by a majority of the members present. In the event of a tie vote on a recommendation, the recommendation is deemed to be negative.

Each member present has the right to vote and is required to vote on each of the requests submitted to it, except in the case of conflicts of interest. Only the president can abstain from voting. The president does not have a casting vote in the event of a tie.

The officer in charge, the secretary and the resource persons are not entitled to vote.

#### **ARTICLE 26. CONFIDENTIALITY OF APPLICATIONS**

The members of the Committee and the persons attending the work of the Committee shall maintain the confidentiality of information, documents and discussions during the meeting. The members of the Committee and persons attending the work of the Committee shall maintain the confidentiality of the information and documents submitted for study. The members of the Committee and the persons attending the work of the Committee may not use the data, information or information thus brought to their knowledge, to their advantage or to the advantage of a third party.

#### **ARTICLE 27. PRESENCE OF THE APPLICANTS**

The Committee may request the attendance of the petitioner at a meeting. The applicant is not required, however, to attend the meeting of the Committee.

When the applicant is present at the meeting, he must withdraw before the Committee's deliberations and recommendation on the application begin.

#### **ARTICLE 28. CONVOCATION OF ASSEMBLIES**

Meetings of the Committee are convened according to the schedule established at the beginning of each year. A notice of meeting must be sent to the members at least 2 days before the holding of a meeting or the continuation of the proceedings in the case of an adjournment of a meeting.

#### **ARTICLE 29. CONDUCT OF ASSEMBLIES**

The general rules relating to the conduct of meetings are as follows:

1. Meetings are chaired by the Chair of the Committee or in his absence by the Vice-Chair;
2. In the absence of the Chair or Vice-Chair, the meeting of the Committee may be held, but only after a unanimous vote of the members present. In this case, the members present shall

- appoint a substitute chair for the meeting by a unanimous vote. If not, the secretary must convene another meeting at a later date;
3. The meetings of the Committee shall be held in camera;
  4. Members of the Committee may direct municipal employees and professional resources to withdraw for the purpose of continuing in camera discussions;
  5. In addition to requests placed on the agenda, an application may be added to the agenda with the approval of the majority of the members present;
  6. As a result of the discussions, the Committee recommends favorably or unfavorably the request. This recommendation may be accompanied by comments from the Committee. In the case of a negative recommendation on an application, the request must be justified;
  7. Committee members may adjourn a meeting and postpone the recommendation on an application to a subsequent meeting or meeting;
  8. The minutes of a meeting must be adopted by the members present at that meeting at a subsequent meeting. Once it is adopted, the president and the secretary sign the minutes.

**ARTICLE 30. EXPENSES OF COMMITTEE**

City Council may make available to the Committee the sums of money required for the performance of its duties.

**ARTICLE 31. RULES OF INTERNAL GOVERNANCE**

The Committee may establish the rules of internal management necessary for its operation in accordance with this By-law and the Act respecting land use planning and development, L.R.Q., c. A-19.1.

**CHAPTER 3: FINAL PROVISIONS**

**ARTICLE 32. REPEAL**

This by-law repeals and replaces for all legal purposes all by-laws, resolutions, policies or provisions that are inconsistent with those enacted above.

**ARTICLE 33. ENTRY INTO FORCE**

This By-law shall enter into force after completion of the formalities provided for by law.

Given to the Township of Low this 2nd day of July 2019.

\_\_\_\_\_  
Ghyslain Robert  
Acting Mayor

\_\_\_\_\_  
Pierre Gagnon  
Director General

Notice of motion: June 18, 2019  
 Tabling of the draft by-law: June 18, 2019  
 Adoption of the by-law: July 2, 2019  
 Entry into force: July 2, 2019

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

# 165-07-2019

**REQUEST FOR APPLICATION/RÉSUMÉ FOR THE POSITION OF MUNICIPAL INSPECTOR – 4**



**WHEREAS** the position of permanent municipal inspector has been vacant since the resignation of Mr. Robert Laviolette since June 7, 2019;

**WHEREAS** Council members hired Mr. Jean-Philippe Martin as Director of the Planning Department for a period of three (3) month;

**CONSEQUENTLY, IT IS**

**PROPOSED** by Councilor Matthew Orlando,  
**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED** by the present members of Council to request applications for the position of municipal inspector and that this position be posted in the location designated by the Council for 30 days.

**THAT** the line of credit be allocated to this expense.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**# 166-07-2019**

**CANCELLATION OF RESOLUTION # 042-03-2019 - MAINTENANCE OF BUILDINGS OF A PROPERTY - 5**

**WHEREAS** the Municipality wishes to alleviate the bureaucratic burden of citizens when they maintain their buildings;

**WHEREAS** the maintenance work does not include structural alterations of a building;

**THEREFORE**, it is

**PROPOSED** by Councilor Matthew Orlando,  
**SUPPORTED** by Councilor Joanne Mayer

**AND RESOLVED** by the present members of Council to cancel resolution number 042-03-2019.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4		X		
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**INFORMATION AND QUESTIONS RELATING TO URBANISM - 6**

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**6. RECREATION, CULTURE AND COMMUNICATIONS**

**DEPOSIT OF THE REPORT FOR THE RECREATION, CULTURE AND COMMUNICATIONS COMMITTEE -1**

The Recreation, Culture and Communications Committee presents their report.

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**# 167-07-2019**

**APPOINTMENT TO THE RECREATION, CULTURE AND COMMUNICATIONS COMMITTEE- 2**

**WHEREAS** Councilor Anne Bélisle has shown an interest in the Recreation, Culture and Communications Committee;

**CONSEQUENTLY**, it is

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED** by the present members of Council to appoint Councilor Anne Bélisle as a member of the Recreation, Culture and Communications Committee.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**# 168-07-2019**

**PRICE REQUEST FOR IP TELEPHONE SERVICE AND NOTICE TO BELL CANADA THAT THE MUNICIPALITY WANTS TO END THE MAINTENANCE CONTRACT - 3**

**WHEREAS** the maintenance contract for telecommunications equipment on July 26, 2019;

**THEREFORE**, it is

**PROPOSED** by Councilor Joanne Mayer,  
**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** by the present members of Council to authorize Councilor Joanne Mayer to do a price research to transform our current telecommunications infrastructure into an IP telecommunication.

**TO** Get back to council as soon as possible as the maintenance contract period ends on July 26, 2019.

**TO** authorize the Director general, Pierre Gagnon, to terminate the contract MQDP987004, following the result of the research of the councilor, Ms. Joanne Mayer.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**INFORMATION AND QUESTIONS REGARDING RECREATION, CULTURE AND COMMUNICATIONS - 2**

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**7. VARIA**

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**8. CORRESPONDENCE**

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**9. PERIODS OF QUESTIONS**

The question periods lasted approximately 30 minutes.

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**# 169-07-2019**

**CLOSURE OF THE ORDINARY SESSION OF JULY 2, 2019**

**PROPOSED** by Councilor Luc Thivierge

**SUPPORTED** by Councilor Matthew Orlando

**AND RESOLVED THAT** Council adjourn the regular meeting of July 2nd, 2019 at 9:03 pm.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor				X
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Matthew Orlando</b>	Seat # 5	X			
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

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**ADJOURNMENT OF THE REGULAR MEETING OF July 2nd, 2019**

The agenda items being exhausted, the acting Mayor, Ghyslain Robert, adjourn the ordinary meeting July 2<sup>nd</sup>, 2019.

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Pierre Gagnon  
Director General

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Ghyslain Robert  
Pro Mayor



