

**PROVINCE OF QUEBEC
COUNTY OF GATINEAU**

Minutes of a regular meeting of the Municipal Council of the Municipality of the Township of Low, held on Monday, March 3, 2025, at 7:00 p.m., in the Héritage room, located at 4C, chemin d'Amour, Township of Low (Quebec) J0X 2C0, under the Presidency of Mayor Carole Robert.

ALSO PRESENT WERE : Councillors Mrs. Joanne Mayer, Maureen Rice, Maureen McEvoy and Mr. Luc Thivierge, Ghyslain Robert and Lee Angus (arrived at 7:33 p.m.).

ALSO PRESENT : Mrs. Myrian Nadon, director general and clerk-treasurer and Mr. Rony Thélémaque, deputy director general and deputy clerk-treasurer.

Madam Mayor Carole Robert confirming that there is quorum declares the meeting open.

**2025-03-048 TO ADOPT THE AGENDA FOR THE
ORDINARY MEETING OF THE MUNICIPAL
COUNCIL OF MARCH 3, 2025**

**PROPOSED BY COUNCILLOR MR. GHYSLAIN ROBERT
SUPPORTED BY COUNCILLOR MRS. MAUREEN RICE**

FOR THESE REASONS, this Council adopts the agenda as modified with the following addition:

9.8 To grant to the Low, Venosta and Brennan's Hill Recreation Association and the Seniors' Day

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

--- FIRST QUESTION PERIOD

Questions on the topics on the agenda.

The question period begins at 7 :02 p.m. and ends at 7:07 p.m.

**2025-03-049 TO ADOPT THE MINUTES FOR THE
ORDINARY MEETING OF THE MUNICIPAL
COUNCIL OF DECEMBER 2, 2024 AND THE
MINUTES OF THE THREE EXTRAORDINARY
MEETING OF
FEBRUARY 3, 2025**

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**PROPOSED BY COUNCILLOR MR. LUC THIVIERGE
SUPPORTED BY COUNCILLOR MRS. MAUREEN MCEVOY**

FOR THESE REASONS, this Council accepts the minutes of the ordinary meeting of February 3, 2025 as presented.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

ADMINISTRATION

**2025-03-050 TO ACCEPT ACCOUNTING REPORT 2025-02 -
AUTHORIZE THE OFFICE OF THE DIRECTOR GENERAL
TO MAKE PAYMENTS - ACCOUNTS PAYABLE IN THE
AMOUNT OF \$132,728.05 - ACCOUNTS PAID IN THE
AMOUNT OF \$74,486.70**

WHEREAS the Municipality of the Township of Low adopted, during a regular meeting of its Municipal Council, held on September 3, 2024, the resolution bearing the number 2024-146, for the purposes of adopting the by-law bearing the number 2024-004, for the purposes of repealing and replace the regulation bearing number 2023-006 and their annexes delegating to officials of the Municipality the power to authorize expenditures and contracts and rules for budgetary control and monitoring;

WHEREAS article 6.1 of the regulation bearing number 2024-004 stipulates the pre-authorized payments that delegates can make;

WHEREAS article 7.6 of by-law bearing number 2024-004 stipulates that a monthly report must be submitted to the Municipal Council.

**PROPOSED BY COUNCILLOR MR. LUC THIVIERGE
SUPPORTED BY COUNCILLOR MRS. JOANNE MAYER**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Accepts, on the approval of the Director General office, the accounting report for the month of February 2025, bearing the number 2025-02, totaling a sum of \$207,214.75 concerning the accounts paid and accounts payable of the Municipality.
3. Authorizes the Director General office to make payments in the amount of \$132,728.05.
4. Mentions that the Director General office has issued for this purpose, during the month of February 2025, sufficient credit certificates for a total amount of \$207,214.75.
5. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs., Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

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

**BY-LAW 2025-002
BY-LAW DELEGATING TO MUNICIPAL OFFICERS THE POWER TO AUTHORIZE
EXPENSES AND TO ENTER INTO CONTRACTS CONSEQUENTLY AND RULES FOR THE
CONTROL AND FOLLOW-UP OF THE BUDGET**

Considering that Council, as per Article 961.1 of the *Quebec Municipal Code (R.S.C. c.C-27.1)* may adopt a by-law in order to delegate to one or more officials of the Municipality, the power to authorize expenses and to enter into contracts in the name of the Municipality;

Considering that in order to facilitate day-to-day operations, it is preferable to delegate this power to certain official;

Considering that notice of motion was given on February 3rd, 2025 and that a draft by-law was also presented and tabled at this meeting.

CONSEQUENTLY, Council decrees as follows:

Article 1 – Interpretation

The powers, privileges and duties conferred by this by-law on the designated officials do not reduce, nullify or limit the powers, privileges and duties otherwise conferred on them by the Act.

This by-law applies to any appropriation attributable to financial or investment activities of the current fiscal year as defined in the by-law enacting the budgetary control and monitoring rules in force.

The necessary credits must be approved prior to their allocation for the realization of related expenses as stipulated in Article 961 of the *Quebec Municipal Code*.

The following words mean:

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

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

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

Article 2 – Application

- 2.1 Council delegates to all officials referred to in the first paragraph of Section 3 the power to authorize expenditures, sign contracts and authorize payment in accordance with Council approved budgets and funding. All amounts in this by-law shall be considered inclusive of applicable taxes.
- 2.2 Notwithstanding the generality of the foregoing, the following expenditures are excluded from the jurisdiction of the officials and must be authorized by Council:
 - a) Inter-municipal agreements and any other agreement with a level of government.
 - b) Agreements with promoters or developers who incur expenses for the Municipality
 - c) Lease agreements for a term of more than five years (including renewals) for buildings or land owned by a third party or the Municipality, as well as any such lease agreement for an amount exceeding five thousand dollars (\$5,000.00) annually.
 - d) grants to non-profit organizations in excess of five thousand dollars (\$5,000.00);
 - e) claims for damages in excess of ten thousand dollars (\$10,000.00);
 - f) for any contract previously awarded by the appropriate municipal authority where the cumulative amount of additional work or contingencies exceeds the lesser of ten percent (10%) of the contract awarded or fifty thousand dollars (\$50,000.00); in the event that a major contract is awarded, Council may by resolution increase the maximum of fifty thousand dollars (\$50,000.00) for that contract only.
 - g) contracts or expenses that may commit the responsibility or finances of the Municipality beyond the simple amounts appearing in the said contract and that exceed the authorized delegation limits
 - h) acquisition of real property, easements and other land rights.

Article 3 – Delegation to officials

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

Director General	\$25,000.00
Deputy Director General	\$25,000.00
Department Directors	\$10,000.00
Foreman – coordinator	\$5,000.00

3.2 The delegation of power provided for in this by-law is subject to the following conditions:

- the expense is necessary for the proper functioning of the Municipality's activities
- the rules for the awarding of contracts provided for in the Municipal Code of Quebec and the Contract Management By-law in effect apply to any contract granted by virtue of the present by-law.
- the expense does not commit the Municipality's credit for a period extending beyond the current fiscal year
- the expenditure is provided for in the budget estimates for the current year, unless the authorization comes from the Director General.
- the authorization of expenses granted to an official of the Municipality is confirmed by the affixing of his or her initials or signature on the purchase order or invoice concerning this expense.

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

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

Article 4 - Election and Referendum

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

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

Article 5 - Human Resources

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

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

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

- for temporary employment and to fix the remuneration in accordance with the collective agreements or salary grids.
- for temporary employment of trainees or students, within the framework of their studies, whether paid or not.

- for casual employment under a government program to which the municipality has subscribed, for the duration of the said program.
 - for the hiring of election personnel
- 5.3 The Director General or Deputy Director General may hire, without regard to the prescribed limit, any regular employee whose purpose is to permanently fill a vacant position provided for in the staffing plan, with the exception of an employee who is not an employee within the meaning of the Quebec Labour Code.
- 5.4 The Director general or Deputy Director general may hire, without regard to the prescribed limit, any employee whose purpose is to fill a position provided for in the staffing plan that is vacant on a temporary basis as a result of a movement of personnel, illness, or any other reason that prevents the regular incumbent from occupying the position. This exception also applies to a position normally occupied by an employee who is not an employee within the meaning of the Quebec Labour Code.
- 5.5 To the extent that funds are authorized in the budget and available, the Director general or the Deputy Director general may hire, without regard to the limit prescribed in this by-law:
- Any temporary employee of the blue collar and white-collar groups
 - Any summer student employee
- 5.6 Subject, where applicable, to the provisions of the employment contract or collective agreement in force, the imposition of a disciplinary measure on an employee, with the exception of dismissal or suspension, is delegated:
- 1) To the Director general, for any employee under his authority
 - 2) To the Department Directors, for any employee under his direct authority.

Notwithstanding the foregoing, the Director General is authorized to suspend an employee from his duties, in accordance with articles 267.01 et seq. of the Municipal Code. The General Manager shall immediately report the matter to Council, which shall decide the fate of the suspended employee following an investigation.

Article 6 - Payments and Authorized Expenditures

- 6.1 Council authorizes the Director general and the Deputy Director general to make payments for the following expenses:
1. Replenishment of petty cash
 2. Heating
 3. Contracts
 4. Agreements
 5. Annual dues
 6. Electricity
 7. Inter-municipal agreements
 8. Bills for which suppliers offer a discount
 9. Maintenance and rental fees
 10. Bank charges, principal and interest on loans
 11. Travel expenses (amount set annually by resolution)
 12. Material and equipment expenses
 13. Telephone, Internet and postage costs
 14. Propane, gasoline, diesel, heating oil
 15. Court orders up to \$10,000
 16. Gatineau Valley RCM share
 17. By-laws
 18. Insurance Reimbursements
 19. Settlement of any employee's accounts upon termination
 20. Refunds of Permits or Security Deposits Subject to Permit
 21. Refunds of overpaid taxes
 22. Refunds of activity fees (Revenue - Expenses)
 23. Refunds for professional development or conference fees
 24. Reimbursement of any expenses incurred by an employee on behalf of the Municipality
 25. Remittance of various payroll deductions
 26. Remuneration of council members

27. Resolutions passed by Council
 28. Remuneration of municipal officers and employees including overtime
 29. Tenders approved by Council
 30. Refund of Bid Deposit
 31. Payment of credit cards
 32. Any expenses arising from a settlement
 33. Any expenses arising from a provincial or federal statute, or any by-laws made under the authority of such statute
- 6.2 Any cumulative additional work not exceeding the lesser of ten percent (10%) of the cost of the contract awarded by the appropriate authority or fifty thousand dollars (\$50,000.00) requires, in the cases indicated below, the approval of the following officials:
- 1° when, for each amendment or modification related to the contract, the amount does not exceed ten thousand dollars (\$10,000.00): the Director of the Department.
 - 2° when the amount of each amendment or modification related to the contract exceeds ten thousand dollars (\$10,000.00): the Director of the Department and the Director General or Deputy Director General.
- 6.3 When the additional work related to a contract has been the subject of a resolution by the competent municipal authorities, the basis for calculating the ten percent (10%) must take into account all the amounts that have been the subject of a resolution. In addition, any resolution related to the acceptance of additional work allows for a new ten percent (10%) or fifty thousand dollars (\$50,000.00) equivalent to the adjusted calculation base as mentioned above.
- 6.4 For travel expenses - mileage, it is recommended that a municipal vehicle be used whenever possible when traveling outside the city. If no vehicle is available, a personal vehicle or a rental car may be used, depending on the most economical solution for the Municipality. Carpooling is strongly recommended, or reimbursement may be denied. Mileage will be calculated from City Hall. The amount of reimbursement per kilometre shall be adopted by resolution annually.
- 6.5 Meal expenses for training, conventions and other events shall be reimbursed upon presentation of invoices. The amount of reimbursement per meal (breakfast, lunch, dinner) shall be adopted by resolution annually.
- 6.6 Reimbursement of expenses incurred through petty cash is limited to \$50.00 plus tax upon presentation of receipts. Advances of money to any person are prohibited.

Article 7 - Budgetary Controls and Monitoring

- 7.1 The appropriations required for the financial, operating and investment activities of the Municipality must be approved by the Municipal Council prior to their allocation to the realization of the related expenses. This approval of appropriations shall take the form of a vote of appropriations expressed in the following ways.
- a) The adoption by Municipal Council of the annual budget estimates or supplementary estimates or amendments thereto;
 - b) The adoption by Municipal Council of a borrowing by-law;
 - b) The adoption by Municipal Council of a resolution or by-law by which appropriations are made from surplus revenues, accumulated surplus, financial reserves or restricted funds.
- 7.2 The Directors are responsible for the management of and compliance with the budget estimates within their responsibilities. In this regard, each Director shall ensure, when preparing the budget estimates for each fiscal year, that the budget estimates cover expenditures to be incurred or already incurred and which must be charged to financial, operating and investment activities.
- 7.3 In order to be made or committed, any expenditure must be duly authorized by Council, the Director General, an authorized official or a person responsible for a budgetary activity in accordance with this by-law, after verification of the availability of the necessary credits.

- 7.4 Every employee of the Municipality is responsible for applying and respecting the present by-law as it relates to him or her. Every person responsible for budgetary activities shall comply with this by-law when authorizing an expenditure under his or her responsibility before it is incurred or made. He/she may only authorize expenditures within his/her jurisdiction and commit his/her budgeted funds for the purposes for which they are intended.
- 7.5 The Executive Director is responsible for the application and maintenance of this by-law. He shall ensure that adequate internal controls are put in place and maintained to ensure the application and respect of this by-law by all employees of the Municipality.
- 7.6 Once a month, a list of paid and payable invoices shall be submitted to Council for approval. The Director General shall also file a list of all contracts awarded by mutual agreement that he has authorized.
- 7.7 An expenditure that exceeds the amount authorized under Section 3.1 of this by-law shall not be split so that it can be authorized by more than one employee or so that it can be authorized more than once.

Article 8 - Exercise of Spending Authority

- 8.1 No expenditure may be made or incurred without the required authorizations and within the limits set out in Section 3.1 of this by-law.
- 8.2 The official must verify the available credits, by ensuring that the expenditure is provided for in the budget for the current fiscal year and for the purposes for which it is allocated in accordance with municipal accounting standards, that is, that the credits are available for the appropriate budgetary activity. An accounting system check must be performed.

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

- 8.3 If the audit of available appropriations shows a shortfall in the budgetary activity concerned, excluding appropriations for budgetary items associated with remuneration and employer contributions, or if the expenditure is not provided for in the budgetary activity, the person responsible for the budgetary activity must demonstrate the justification for the request for a budgetary transfer.
- 8.4 In all cases, the Director General is authorized to reserve or limit the exercise of the power delegated to any official of the Municipality by virtue of the present by-law.
- 8.5 No expenditure can be made without a requisition, purchase order or resolution.
- 8.6 In case of emergency, and in the impossibility of reaching the Director General or Deputy Director General to obtain a verbal authorization, the civil servant may make the expense even if it exceeds his delegation of power as provided for in Article 3.1. He must however inform the Director General or Deputy Director General as soon as possible.
- 8.7 A requisition is mandatory for any purchase and must include the following elements:
 - a) The nature and purpose of the expenditure
 - b) The reasons justifying the expenditure
 - c) The names of the suppliers contacted, and the prices submitted
 - d) The budget item allocated to the expense
 - e) The approval of the Department Director
 - f) The authorization of the Director General or Deputy Director General to the effect that the credits are sufficient for the expense when required
 - g) Prior authorizations, if required

- h) The signature of the civil servant requesting the expense and confirming that it is essential to the operation of the department concerned

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

- 8.8 No requisition or purchase order is required for the following expenses listed in section 6.1 with the exception of numbers 3, 8, 12, 17, 27, 29, 31 and 32.
- 8.9 The applicant or the department concerned is responsible for transmitting the purchase order to the supplier.
- 8.10 The employee requesting an expense is responsible for the receipt and verification of the merchandise, products received, or service rendered. Upon receipt of the invoice, the director of the department concerned shall sign the invoice confirming that the goods or services are in order and that the Finance and Procurement Department can proceed with the payment of the invoice.
- 8.11 The invoice should reflect the purchase order. If it does not, an explanation must be included on the purchase order explaining the discrepancies. Any supporting documentation may be requested by Finance and Purchasing.

Article 9 - Payment Procedure

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

Article 10 - Budgetary Follow-up and Accountability

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

Article 11 - Term Deposit and Borrowing

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

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

ARTICLE 12 - INTERPRETATIVE PROVISIONS

12.1 In the present by-law, the masculine and singular genders are used without discrimination and include the feminine and plural genders in order to avoid excessive text.

12.2 PARTIAL INVALIDITY OF REGULATIONS

Should any part or clause of this by-law be declared invalid by a recognized court, the validity of all other parts or clauses shall not be questioned. The Board hereby declares that it adopts the by-law part by part, regardless of the fact that one or more of these parts may be declared null and void by the Court.

Article 13 - Repeal and coming into force

The present by-law repeals and replaces by-law number 2024-004 delegating to municipal officers the power to authorize expenses and to enter into contracts consequently and rules for the control and follow-up of the budget

This by-law shall come into force on the day of its publication in accordance with the law.

Myrian Nadon
Director general and Clerk-treasurer

Carole Robert
Mayor

Notice of motion:	February 3, 2025
Adoption of the by-law :	March 3, 2025
Publication (posting):	March 12, 2025
Coming into force:	March 12, 2025

**2025-03-051 TO ADOPT BY-LAW NO. 2025-002 -
TO REPEAL AND REPLACE BY-
LAW NO. 2024-004 DELEGATING TO
OFFICIALS OF THE MUNICIPALITY
THE POWER TO AUTHORIZE
EXPENSES AND TO GRANT
CONTRACTS CONSEQUENTLY AND
RULES FOR THE CONTROL AND
FOLLOW-UP OF THE BUDGET**

WHEREAS the draft by-law and notice of motion were presented at a regular meeting of the Municipal Council held on February 3, 2025;

WHEREAS the draft by-law was tabled at a regular meeting of the Municipal Council held on February 3, 2025.

**PROPOSED BY COUNCILLOR MRS. JOANNE MAYER
SUPPORTED BY COUNCILLOR MR. GHYSLAIN ROBERT**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Adopts, on the approval of the Office of the Director General, By-law No. 2025-002 to repeal and replace By-law No. 2024-004 delegating to officials of the Municipality the power to authorize expenses and to grant contracts consequently and rules for the control and follow-up of the budget.
3. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

PUBLIC SAFETY

**2025-03-052 TO SEND OUR THANKS TO THE
COOPÉRATIVE DES PARAMÉDICS DE
L'OUTAOUAIS, THE SURETÉ DU QUÉBEC
AND THE GROUPE CLR FOR THEIR
EXEMPLARY DEDICATION AND
PROFESSIONALISM**

WHEREAS on February 17, 2025, the Municipality of the Township of Low's Fire Safety Department received a first responder call for a cardiopulmonary arrest, and that the response took place in an isolated environment and under difficult conditions;

WHEREAS the determination and perseverance shown by the two ambulance attendants and two police officers who braved the cold, wind and snow over a distance of several hundred metres as well as the constant support of Groupe CLR to assist our Fire Department in this rescue;

WHEREAS the Fire Department of the Municipality of the Township of Low and the Municipal Council wish to express their deepest gratitude and appreciation to the Coopérative des paramédics de l'Outaouais, the Sureté du Québec and the Groupe CLR for their exemplary professionalism and dedication during this rescue event

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Extends its warmest thanks to the Coopérative des paramédics de l'Outaouais, the Sureté du Québec de Maniwaki and the Groupe CLR, who were present at the rescue event on February 17, 2025, for their exemplary dedication and professionalism.
3. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Adopted unanimously.

PUBLIC WORKS

Note 1: Councillor Mr. Ghyslain Robert declares his interest, at 7:15 p.m., in accordance with article 4.1.5 of by-law number 2022-008 "Code of Ethics and Professional Conduct for Elected Municipal Officers" and indicates he abstain from voting because he has a previous work relationship with the bidder.

**2025-03-053 TO ACCEPT A BIDDER - RENTAL OF
A TANDEM VEHICLE EQUIPPED FOR
SNOW REMOVAL**

WHEREAS the accident that occurred on February 4, 2025 with the 2015 Western Star vehicle, which is currently in the garage for evaluation;

WHEREAS the insurance policy covers the cost of leasing a replacement vehicle for the duration of the repairs, up to a maximum of \$100,000;

WHEREAS, on February 4, 2025, the Municipality received a quotation from Ronald O'Connor Construction Inc. in the amount of \$175 per hour, for a minimum of 25 hours per week.

PROPOSED BY COUNCILLOR MRS. JOANNE MAYER
SUPPORTED BY COUNCILLOR MRS. MAUREEN RICE

2025-03-053 FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Accepts, upon the approval of the Director General's office, the bid submitted by Ronald O'Connor Construction Inc. located at 1845, route 105, Farrellton, Québec, J0X 1T0, in the amount of \$175 per hour for a minimum of 25 hours per week "plus taxes", deemed advantageous for the Municipality of the Township of Low, and this, for the rental of a tandem vehicle equipped for snow removal while the Western star 2015 is being repaired.
3. Authorizes an expense in the amount of \$175 per hour for a minimum of 25 hours per week "plus taxes", and authorize the Director General's office to make payments as they become due.
4. Mention that funds for this purpose will be taken from budget item number 02-32000-516.
5. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted by the majority of the members present.

**2025-03-054 TO TERMINATE EMPLOYMENT
RELATIONSHIP - EMPLOYEE NUMBER
32-0020**

PROPOSED BY COUNCILLOR MR. LUC THIVIERGE
SUPPORTED BY COUNCILLOR MRS. JOANNE MAYER

FOR THESE REASONS, this Council:

1. Terminates the employment relationship of employee number 32-0020 as of Wednesday, February 12, 2025.
2. Authorizes the Director General office to make the necessary arrangements for the replacement.
3. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

ENVIRONMENTAL HYGIENE

N/A

URBAN PLANNING

**2025-03-055 TO TRANSMIT A MUNICIPAL RECOMMENDATION
TO THE QUEBEC AGRICULTURAL TERRITORY
PROTECTION COMMISSION (CPTAQ) - Matricule
4279-74-2856**

WHEREAS the Municipality of the Township of Low has received a request from the Commission for the Protection of Agricultural Territory of Quebec (CPTAQ), for allowing use for purposes other than agriculture on matricule 4279-74-2856;

2025-03-055 WHEREAS in accordance with the Law on the protection of land and agricultural activities, the Municipality of the Township of Low must issue a reasoned recommendation based on the decision criteria provided for in article 62 of the said law, which the said Municipality must take into account with regard to the lot, the environment, the agricultural activities, the availability of other locations, the compliance of the request with the provisions of the zoning by-law and, where applicable, the interim control measures. If the request concerns the establishment of a new use for purposes other than agriculture, the recommendation must also include an indication of the existence of suitable space available elsewhere in the Municipality and outside the agricultural zone.

**PROPOSED BY COUNCILLOR MR. GHYSLAIN ROBERT
SUPPORTED BY COUNCILLOR MRS. MAUREEN RICE**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Transmits, on the recommendation of the Municipal Inspector and the approval of the General Direction office, a favorable recommendation regarding the application to the Commission for the Protection of Agricultural Territory of Quebec (CPTAQ), for use for purposes other than agriculture and this, for the property bearing matricule number 4279-74-2856 and the following lot number(s) of the Quebec cadastre: 5 163 945, 5 162 349 and part of lot 5 163 344.
3. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

**2025-03-056 TO TRANSMIT A MUNICIPAL
RECOMMENDATION TO THE QUEBEC
AGRICULTURAL TERRITORY PROTECTION
COMMISSION (CPTAQ) - MATRICULE
4170-89-3908**

WHEREAS the Municipality of the Township of Low has received a request from the Commission for the Protection of Agricultural Territory of Quebec (CPTAQ), for allowing use for purposes other than agriculture on matricule 4170-89-3908;

WHEREAS in accordance with the Law on the protection of land and agricultural activities, the Municipality of the Township of Low must issue a reasoned recommendation based on the decision criteria provided for in article 62 of the said law, which the said Municipality must take into account with regard to the lot, the environment, the agricultural activities, the availability of other locations, the compliance of the request with the provisions of the zoning by-law and, where applicable, the interim control measures. If the request concerns the establishment of a new use for purposes other than agriculture, the recommendation must also include an indication of the existence of suitable space available elsewhere in the Municipality and outside the agricultural zone.

**PROPOSED BY COUNCILLOR MRS. MAUREEN RICE
SUPPORTED BY COUNCILLOR MR. GHYSLAIN ROBERT**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.

2025-03-056

2. Transmits, on the recommendation of the Municipal Inspector and the approval of the General Direction office, a favorable recommendation regarding the application to the Commission for the Protection of Agricultural Territory of Quebec (CPTAQ), for use for purposes other than agriculture and this, for the property bearing matricule number 4170-89-3908 and the following lot number(s) of the Quebec cadastre: 5 162 153.
3. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs, Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

RECREATION, CULTURE AND COMMUNICATION

**2025-03-057 TO PROCLAIM MARCH 13, 2025 -
NATIONAL POSITIVE MENTAL
HEALTH PROMOTION DAY**

WHEREAS on March 31, 2022, the elected officials of the National Assembly voted unanimously in favor of recognizing March 13 as the National Day for the Promotion of Positive Mental Health;

WHEREAS the Mouvement Santé Mentale Québec and its member organizations are launching their annual campaign to promote mental health on this day under the theme "Recharging means finding your rejuvenating zone";

WHEREAS as part of this Campaign, numerous tools promoting the strengthening of the mental health of the population are offered throughout the year;

WHEREAS the promotion of positive mental health aims to increase and maintain the individual and collective well-being of the population and to promote resilience;

WHEREAS it has been shown that municipalities can play a leading role in promoting the positive mental health of their fellow citizens.

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Proclaims March 13 as the national day for the promotion of positive mental health and invites citizens as well as all organizations and institutions in the Municipality of the Township of Low to publicize the tools of the annual mental health promotion campaign under the theme "Recharging means finding your rejuvenating zone".
3. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Adopted unanimously.

**2025-03-058 TO SUPPORT THE MRC DE LA VALLÉE-DE-LA-
GATINEAU - AMEND RESOLUTION 2024-R-AG452 -
CONSOLIDATION OF OUTAOUAIS AND ABITIBI
TÉMISCAMINGUE BRANCHES - SERVICES QUÉBEC**

WHEREAS that resolution 2024-R-AG452 be amended;

WHEREAS the memorandum sent to the partners of the Abitibi-Témiscamingue DGSQ by the Ministère de l'Emploi et de la Solidarité sociale dated November 29, 2024;

WHEREAS the retirement of the Director General of Services Québec de l'Outaouais, Mr. Alain Ranger, raises the possibility of implementing a sharing of resources, i.e., combining the Services Québec de l'Outaouais and Abitibi-Témiscamingue branches;

WHEREAS this merger implies the appointment of an interim Director General, who will remain Director General of Services Québec de l'Abitibi-Témiscamingue, effective January 6, 2025;

WHEREAS the steps taken since 2018 to recognize the specific needs of the MRC de La Vallée-de-la-Gatineau given its status as a devitalized MRC, employability and services to citizens and businesses, and that these requests remain unanswered;

WHEREAS from 2018 to 2024, the Outaouais region benefited from a regional directorate and that the MRCs de la Vallée-de-la-Gatineau and Papineau benefited from a shared local directorate, a resource that had to carry out its duties by traveling 2.5 hours between each MRC;

WHEREAS despite the presence of regional and local departments, direct services to citizens are deficient, almost non-existent, leaving citizens to fend for themselves in a situation of distress. It is therefore illogical to believe that the proposed consolidation structure will provide adequate services that meet the needs of the target clientele;

WHEREAS these two regions remain distinct and require specific consideration.

**PROPOSED BY COUNCILLOR MR. LUC THIVIERGE
SUPPORTED BY COUNCILLOR MRS. JOANNE MAYER**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Supports, the MRC de la Vallée-de-la-Gatineau in its efforts to reiterate to the Ministère de l'Emploi et de la Solidarité sociale its opposition to the proposed amalgamation of the Outaouais and Abitibi-Témiscamingue branches of Services Québec, and to request a moratorium for a period of one year from March 1, 2025 to March 1, 2026, to enable the implementation of an appropriate structure, as already proposed to the Minister on March 5, 2024, namely the "Stratégie main-d'œuvre et ruralité", all in a spirit of collaboration.
3. Transmits a copy of this resolution to the MRC de la Vallée-de-la-Gatineau.
4. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

**2025-03-059 TO SUPPORT THE MUNICIPALITY OF STE
CHRISTINE - REQUEST FOR AMENDMENT TO
SECTION 226.2 OF THE ROAD SAFETY CODE
(C.c-24.2)**

WHEREAS on April 1, 2021, article 226.2 of the Road Safety Code (c.C-24.2) allows a firefighter to obtain authorization to use a flashing green light on a road vehicle that does not belong to a fire department;

WHEREAS this article does not apply to municipal first responders;

WHEREAS it would be desirable to add first responders to the authorization to use a flashing green light on a road vehicle other than an emergency vehicle when responding to an emergency call from a first responder service.

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.

2025-03-059

2. Supports the Municipality of Ste-Christine in its efforts to ask the Deputy Premier and Minister of Transport and Sustainable Mobility, Ms. Geneviève Guilbault, to add the notion of first responder to article 226.2 of the Road Safety Code (c.C-24.2) so that a first responder may use a flashing green light on a road vehicle other than an emergency vehicle when responding to an emergency call in the same way as a firefighter.
3. Transmits a copy of this resolution to the Municipality of Ste-Christine.
4. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Adopted unanimously.

2025-03-060 TO SUPPORT THE MUNICIPALITY OF STE-CHRISTINE - DENUNCIATION TO THE QUEBEC GOVERNMENT REGARDING THE LACK OF FINANCIAL ADJUSTMENT OF CERTAIN PROGRAMS INTENDED FOR MUNICIPALITIES DUE TO THE CURRENT ECONOMIC SITUATION

WHEREAS several Quebec government programs for municipalities are not indexed, despite the current economic situation;

WHEREAS this has a direct impact on taxpayers' overall tax burden and on the financial capacities of municipalities, including Quebec's MRCs, since the latter must deal with a significant increase in costs to carry out projects and maintain services to the population;

WHEREAS municipalities are responsible for drawing up balanced budgets, which must take into account their citizens' ability to pay;

WHEREAS the Government of Quebec must act to regularize the situation, in particular by restoring funding for municipalities to an acceptable level, given the current economic situation;

WHEREAS furthermore, the funding promised to the Brome-Missisquoi MRC and the local municipalities in its territory following the change of administrative region has not been systematically adjusted, which has had a negative impact on their finances, despite the commitments of the Government of Québec.

**PROPOSED BY COUNCILLOR MR. GHYSLAIN ROBERT
SUPPORTED BY COUNCILLOR MRS. MAUREEN RICE**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Supports the Municipality of Ste-Christine in its efforts to ask the Quebec government to regularize the funding of programs intended for municipalities, including MRCs, in particular by providing adequate funding, taking into account inflation and the changes they sometimes undergo.
3. Transmits a copy of this resolution to the Municipality of Ste-Christine.
4. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

2025-03-061 TO GRANT A SUBSIDY TO THE LAC SINCLAIR ASSOCIATION - DECREE AN EXPENSE OF \$340

2025-03-061 WHEREAS the Municipality of the Township of Low wishes to support the improvement of the quality of life of the citizens of our community;

WHEREAS the Association du Lac Sinclair conducts annual water quality tests, installs safety buoys, operates a boat-washing station and produces two newsletters containing information on preserving the lake's wildlife and environment;

WHEREAS the Association du Lac Sinclair is seeking financial support in the form of a donation to support activities to improve the lake's environment.

**PROPOSED BY COUNCILLOR MR. GHYSLAIN ROBERT
SUPPORTED BY COUNCILLOR MRS. MAUREEN RICE**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Award a grant in the amount of \$340 to the Association du Lac Sinclair to support activities to improve the lake's environment.
3. Decree an expense in the amount of \$340.\$.
4. Authorizes the Director general office to issue the grant by cheque.
5. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs, Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.
6. The funds estimated for this purpose will be taken from budget item 02-46000-970.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

**2025-03-062 TO AUTHORIZE SIGNATURE -
MEMORANDUM OF UNDERSTANDING WITH
THE ORGANIZATION BE AND BECOME /
ÊTRE ET DEVENIR - FISCAL SPONSORSHIP**

WHEREAS the ORGANIZATION receives donations from the Wesley M. Nicol Foundation and other organizations;

WHEREAS the ORGANIZATION does not have the necessary status to receive such grants directly, since it cannot issue charitable donation receipts;

WHEREAS section 91.0.1 of the Municipal Powers Act allows municipalities to grant assistance to any non-profit organization with a social vocation that provides assistance or services to individuals;

WHEREAS the ORGANIZATION organizes and provides social and community activities for youth in the Municipality of the Township of Low;

WHEREAS the PARTIES hereto wish to agree among themselves the terms and conditions for the receipt and transfer of donations to the ORGANIZATION as fiscal sponsorship;

WHEREAS the members of the municipal council, meeting in committee of the whole on February 24, 2025, deem it advisable to authorize the signing of said memorandum of understanding.

**PROPOSED BY COUNCILLOR MR. GHYSLAIN ROBERT
SUPPORTED BY COUNCILLOR MR. LUC THIVIERGE**

FOR THESE REASONS, this Council:

2025-03-062

1. States that the preamble is an integral part of this resolution.
2. Authorizes, on the recommendation of the office of the Director General, Mayor Carole Robert and Myrian Nadon, Director General and Clerk-Treasurer, to sign for and in the name of the Municipality of the Township of Low the memorandum of understanding to be entered into between the Municipality of the Township of Low and the d'Être et Devenir / Be and Become organization concerning a fiscal sponsorship for a period of one (1) year.
3. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Mrs. Mayor Carole Robert, president of the meeting, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

2025-03-063 TO SUPPORT THE MUNICIPALITY OF MONTCERF-LYTTON - REQUEST TO THE MINISTRY OF TRANSPORTATION AND SUSTAINABLE MOBILITY - EXPLANATION OF THE SUMS IN THE LOCAL ROAD AID PROGRAM DOUBLE VOCATION SECTION TO FIND OUT WHERE THE SUMS NOT ALLOCATED TO THE MUNICIPALITY IS USED FOR

WHEREAS the objective of the Local road aid program is to assist Quebec municipalities in the planning, improvement and maintenance of local road network infrastructures for which they are responsible, and that through this program, the dual-purpose component aims to maintain the functionality of municipal roads that are also used to access forest resources, by providing additional financial assistance;

WHEREAS this program provides leverage for Quebec municipalities and gives them access to different financial assistance components;

WHEREAS the roads in the Municipality of Montcerf-Lytton are used daily by the forestry industry, which receives financial compensation based on a harvest of 30,000 cubic metres of wood volume, whereas the volume of wood transported by forestry companies is considerably higher;

WHEREAS the Double vocation component of the Local road aid program has predetermined and limiting criteria for the reality on the ground in the municipalities, such as a number of heavy truck passages per year, that financial compensation is defined per kilometer, as well as an established volume of wood;

WHEREAS the Ministry of Transportation and Sustainable Mobility recognizes the dual vocation of roads for the municipality, and that this dual vocation damages and prematurely deteriorates the road network, which is also used by the population of the municipality's territory, as well as by vacationers and tourists who take advantage of all the important tourist attractions for a sustainable economic development along these roads;

WHEREAS it is the responsibility of the municipality to ensure the maintenance of its road network, while ensuring the safety of the infrastructures in place, and that with the current situation, the municipality counts an average of 11,000 passages per year by heavy logging trucks on its municipal roads;

WHEREAS the deterioration of the municipality's roads is currently at risk, and that the associated monetary costs represent a major financial burden for a municipality with a population of only 663, and that the financial assistance provided under the Local road aid program does not correspond to the reality of the dual vocation actually experienced.

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.

2025-03-063

2. Supports the Municipality of Montcerf-Lytton in its efforts to request the Ministry of Transportation and Sustainable Mobility to revise the terms and conditions of the Local road aid program - Double vocation section, in order to recognize a greater number of heavy truck passages annually for access to forest resources, to recognize the Municipality's particular situation and to authorize additional financial assistance to enable it to maintain its road infrastructure and ensure the safety of its population.
3. Transmits a copy of this resolution to the Municipality of Montcerf-Lytton.
4. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.

Adopted unanimously.

**2025-03-064 TO GRANT TO THE LOW, VENOSTA AND
BRENNAN'S HILL RECREATION ASSOCIATION
AND THE SENIORS' DAY CENTRE**

WHEREAS the Municipality of the Township of Low wishes to support the activities of members of the Low, Venosta and Brennan's Hill Recreation Association and the Seniors' Day Centre;

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Grants a subsidy in the amount of \$900 for the Day Centre and \$4,750 for the activities of members of the Low, Venosta and Brennan's Hill Recreation Association, upon presentation of their financial statements.
3. Decree an expense in the amount of \$5,650 to the Low, Venosta and Brennan's Hill Recreational Association for distribution to users.
4. Authorizes, the General direction office to issue the grant by cheque.
5. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.
6. Funds estimated for this purpose will be taken from the budget item 02-701-90-970.

Adopted unanimously.

CORRESPONDENCE, DOCUMENTS AND INFORMATION

N/A

--- SECOND QUESTION PERIOD

The question period begins at 7 :30 p.m. and ends at 7:34 p.m.

Note 2: Councillor Mr. Lee Angus arrived at 7: 33 p.m.

**2025-03-065 TO ACCEPT THE CLOSING OF THE
SESSION**

**PROPOSED BY COUNCILLOR MR. LUC THIVIERGE
SUPPORTED BY COUNCILLOR MRS. JOANNE MAYER**

FOR THESE REASONS, this meeting is adjourned at 7:34 p.m.

Adopted.

Myrian Nadon
Director General
and Clerk-Treasurer

Carole Robert
Mayor