

**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 Tuesday, September 3, 2024, at 7 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 (Arrived at 7:05 p.m.), and Maureen McEvoy and Mr. Luc Thivierge, Lee Angus and Ghyslain Robert (Arrived at 7:05 p.m.).

ALSO PRESENT : Mrs. Myrian Nadon, director general and clerk-treasurer.

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

**2024-129 TO ADOPT THE AGENDA FOR THE
ORDINARY MEETING OF THE MUNICIPAL
COUNCIL OF SEPTEMBER 3, 2024**

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

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

- 6.2 To authorize the transfer of property – Chemin O'Sullivan – Par value of \$1 – Mandate Mr. Jonathan Bouchard, notary, to prepare the notarized deed – Order an expense in the amount of \$2,500, "Taxes not included and advertising fees included".

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 :07 p.m. and ends at 7:09 p.m.

**2024-130 POUR ADOPTER LES MINUTES DE LA
REUNION ORDINAIRE DU COUNCIL MUNICIPAL
DU 5 AOUT 2024**

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

FOR THESE REASONS, this Council accepts the minutes of August 5, 2024 as presented.

Mrs. Mayor Carole Robert, president of the meeting, requests a vote on the main resolution.

Adopted unanimously.

ADMINISTRATION

Note 1: Councillors Mr. Ghyslain Robert declares his interest, at 7:11 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 that he will abstain from voting.

**2024-131 TO ACCEPT ACCOUNTING REPORT 2024-08 -
AUTHORIZE THE OFFICE OF THE DIRECTOR GENERAL
TO MAKE PAYMENTS - ACCOUNTS PAYABLE IN THE
AMOUNT OF \$167 919.67 - ACCOUNTS PAID IN THE
AMOUNT OF \$90 875.94**

WHEREAS the Municipality of the Township of Low adopted, during a regular meeting of its Municipal Council, held on March 6, 2023, the resolution bearing the number 2023-042, for the purposes of adopting the by-law bearing the number 2023-006, for the purposes of repealing and replace the regulations bearing numbers 001-2018 and 002-2018 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 2023-006 stipulates the pre-authorized payments that delegates can make;

WHEREAS article 7.6 of by-law bearing number 2023-006 stipulates that a monthly report must be submitted to the Municipal Council.

**PROPOSED BY COUNCILLOR MRS. JOANNE MAYER
SUPPORTED BY COUNCILLOR MRS. MAUREEN MCEVOY**

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 August 2024, bearing the number 2024-08, totaling a sum of \$258 795.61 concerning the accounts paid and accounts payable of the Municipality.
3. Authorizes the Director General office to make payments in the amount of \$167 919.67.
4. Mentions that the Director General office has issued for this purpose, during the month of August 2024, sufficient credit certificates for a total amount of \$258 795.61.
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, requests a vote on the main resolution.

Voted **FOR:** Councillors Mrs. Joanne Mayer, Maureen Rice, Maureen McEvoy and Mr. Luc Thivierge and Lee Angus.

FOR: 5
AGAINST: 0
ABSTAINED: 1

Adopted by the majority.

2024-132 TO AUTHORIZE BUDGETARY TRANSFERS

WHEREAS the Municipality of the Township of Low adopted, during a regular meeting of its Municipal Council, held on March 6, 2023, the resolution bearing the number 2023-042, for the purposes of adopting the by-law bearing the number 2023-006, for the purposes of repealing and replacing by-laws bearing numbers 001-2018 and 002-2018 and their annexes delegating to officials of the Municipality, the power to authorize expenditures and enter into contracts accordingly and rules of control and budget monitoring;

WHEREAS article 8.3 of the regulation bearing number 2023-006 stipulates that if the verification of available appropriations demonstrates an insufficient appropriation for the budgetary activity concerned or if the expenditure is not planned for the budgetary activity, the person responsible must demonstrate the merits of the budget transfer request;

WHEREAS article 10.1 of the regulation bearing number 2023-006 provides that any person responsible for budgetary activity must regularly monitor their budget and immediately report to the Finance Department as soon as they anticipate a budgetary variation going beyond of the limit provided for in article 10.2 and that under article 10.2, any budgetary reallocation exceeding the permitted maximums must be authorized in advance by the Council;

WHEREAS the Director General and Clerk-Treasurer recommends that the Municipal Council authorize budgetary transfers as described below, in order to be able to pay unforeseen expenses and associate them with the correct budgetary activities.

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Authorizes the following budget transfers:

LEDGER POST	DESCRIPTION	PROVENANCE	DESTINATION
02-13000-321	ADM - Frais de postes	278,04 \$	
02-13000-322	ADM - Frêt et messagerie		278,04 \$
02-13000-527	ADM - Ent. et répar. informatique	6 933,31 \$	
02-13000-341	ADM - Publicité		1 000,00 \$
02-13000-410	ADM - Honoraires professionnels		862,50 \$
02-13000-411	ADM - Services professionnels		500,00 \$
02-13000-412	ADM - Services juridiques		3 844,35 \$
02-13000-413	ADM - Comptabilité et vérification		268,99 \$
02-13000-454	ADM - Formation		457,47 \$
02-22000-411	INC - Svcs scient. Génie, etc.	441,62 \$	
02-22000-442	INC - Services	1 000,00 \$	
02-22000-670	INC - Fournitures de bureau	400,00 \$	
02-22000-310	INC - Frais de déplacements	818,66 \$	
02-22000-451	INC - Surveillance sécurité		126,93 \$
02-22000-455	INC - Immatriculation		721,93 \$
02-22000-459	INC - Contrat de service		19,42 \$
02-22000-494	INC - Cotisations et abonnement		42,00 \$
02-22000-634	INC - Lubrifiants		100,00 \$
02-22000-650	INC - Habillement pompiers		1 500,00 \$
02-22000-660	INC - Articles de nettoyage		150,00 \$
02-32000-331	VOIRIE - Téléphonie	1 500,00 \$	
02-32000-341	VOIRIE - Publicité	480,00 \$	
02-32000-454	VOIRIE - Formation	400,00 \$	
02-32000-522	VOIRIE - Entretien bâtiments	2 000,00 \$	
02-32000-624	VOIRIE - Bois	1 500,00 \$	
02-32000-634	VOIRIE - Lubrifiants	3 000,00 \$	

02-32000-650	VOIRIE - Uniformes et accessoires	607,37 \$	
02-32000-639	VOIRIE - Matériel de soudure	48,49 \$	
02-32000-670	VOIRIE - Fournitures de bureau	160,00 \$	
02-33000-516	NEIGE - Location outils et équipements	6 007,41 \$	
02-33000-629	NEIGE - Sel d'hiver	2 643,87 \$	
02-33000-455	NEIGE - Immatriculations	760,00 \$	
02-32000-455	VOIRIE - Immatriculation		1 037,46 \$
02-32000-310	VOIRIE - Frais de déplacements		25,59 \$
02-32000-321	VOIRIE - Poste		13,49 \$
02-32000-322	VOIRIE - Frêt et messagerie		333,48 \$
02-32000-451	VOIRIE - Surveillance sécurité		0,33 \$
02-32000-641	VOIRIE - Quincaillerie		3 400,00 \$
02-32000-494	VOIRIE - Cotisations et abonnements		217,45 \$
02-32000-526	VOIRIE - Entretien et répar. petits équipements		866,65 \$
02-32000-629	VOIRIE - Calcium		1 118,84 \$
02-32000-643	VOIRIE - Petits outils		1 300,00 \$
02-32000-644	VOIRIE - Lames		1 491,51 \$
02-32000-660	VOIRIE - Articles de nettoyage		400,00 \$
02-32000-724	VOIRIE - Achat de biens - véhicules - pneus		6 796,29 \$
02-33000-310	NEIGE - Frais de déplacements		15,67 \$
02-33000-525	Entretien véhicules		358,09 \$
02-33000-527	NEIGE - Lames charrue		1 732,29 \$
02-32000-524	VOIRIE - Réparations véhicules	12 125,43 \$	
02-32000-525	VOIRIE - Ent. équipement et machinerie		12 125,43 \$
	TOTAL :	41 104,02 \$	41 104,02 \$

3. Mandates the office of the General Directorate to register it in the books of the Municipality.
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.

NOTICE OF MOTION

I, the undersigned, Joanne Mayer, Councillor for electoral seat number 1, in the Municipality of the Township of Low, give notice of the presentation of draft by-law no. 2024-003 to repeal and replace by-law no. 10-2018 concerning a fee schedule for the supply of certain goods and services by the Municipality of the Township of Low and table said draft by-law at the regular meeting of September 3, 2024.

The by-law will be adopted at a subsequent meeting.

In accordance with Article 445 of the Quebec Municipal Code, the Director General and Clerk-Treasurer informs citizens that the purpose of this by-law is to update the rates applicable for the supply of goods and services rendered by the Municipality of the Township of Low.

(s)

Joanne Mayer
Councillor

2024-133 TO UPDATE TRAVEL AND MEAL EXPENSES FOR 2024 - BY-LAW 2023-006 - BY-LAW DELEGATING TO MUNICIPAL OFFICERS THE POWER TO AUTHORIZE EXPENSES AND ENTER INTO CONTRACTS ACCORDINGLY AND RULES FOR BUDGETARY CONTROL AND FOLLOW-UP

WHEREAS sections 6.4 and 6.5 of By-law 2023-006 - By-Law Delegating to Municipal Officers the Power to Authorize Expenditures and to Enter into Contracts in Consequence thereof, and Rules for Budgetary Control and Follow-up, deal respectively with travel and meal expenses, which must be updated annually, and that the Municipality of the Township of Low wishes to adopt the reimbursement rates for the year 2024, namely:

- \$0.62 per kilometer
- Breakfast : \$20.00
- Lunch : \$25.00
- Dinner : \$35.00

**PROPOSED BY COUNCILLOR MRS. MAUREEN MCEVOY
SUPPORTED BY COUNCILLOR MRS. MAUREEN RICE**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Adopts, the annual update of travel and meal expenses based on the rates established by the Municipal council for the year 2024, namely:
 - \$0.62 per kilometer
 - Breakfast : \$20.00
 - Lunch : \$25.00
 - Dinner : \$35.00
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, requests a vote on the main resolution.

Voted **FOR**: Councillors Mrs. Maureen Rice, Maureen McEvoy and Mr. Luc Thivierge, Lee Angus and Ghyslain Robert.

Voted **AGAINST**: Councillor Mrs. Joanne Mayer.

FOR: 5
AGAINST: 1

Adopted unanimously.

--- NOTICE OF MOTION

I, the undersigned, Joanne Mayer, Councillor for electoral seat number 1, in the Municipality of the Township of Low, give notice of the presentation of Draft By-law No. 2024-004 to repeal and replace By-law No. 2023-006 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 and table said Draft By-law at the regular meeting of September 3, 2024.

The by-law will be adopted at a subsequent meeting.

In accordance with Article 445 of the Quebec Municipal Code, the Director General and Clerk-Treasurer informs citizens that the purpose of this by-law is to ensure the rules of control and budgetary follow-up, delegating to municipal officers the power to authorize expenses and grant contracts, consequently and rules for the control and follow-up of the budget establish the rules of responsibility and operation required for any expense to be incurred or carried out by an employee of the Municipality after verification of the availability of the necessary credits.

(s)

Joanne Mayer
Councillor

PUBLIC SAFETY

Note 2: Councillors Mrs. Maureen Rice declares her interest, at 7:19 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 that she will abstain from voting.

2024-134 TO AUTHORIZE MR. MICHEL LEMIEUX AND MRS. MAUREEN RICE FROM THE FIRE SAFETY DEPARTMENT TO ATTEND THE COLLOQUE SUR LA SÉCURITÉ CIVILE PRESENTED BY THE BY THE MINISTRY OF PUBLIC SAFETY (MPS) – OCTOBER 16 TO 18, 2024 – DECREE A MAXIMUM EXPENDITURE OF \$1 000 "PLUS TAXES"

WHEREAS from October 16 to 18, 2024, the ministry of Public Safety (MPS) presents the Colloque sur la sécurité civile at the Centre des congrès de Québec, featuring a program rich in topics of interest, such as forest fires, municipal preparedness, resilience and public awareness.

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Authorizes Mr. Michel Lemieux, director of Fire Safety Department and Mrs. Maureen Rice, lieutenant of the Fire Safety department to attend the Colloque sur la sécurité civile organized by the ministry of Public Safety (MPS) from October 16 to 18, 2024, at the Centre des congrès de Québec in Quebec City.
3. Decrees a maximum expenditure of \$1 000 "plus taxes" for participation in the event.
4. Authorizes the General Director's office to take the necessary steps to pay for registration and make payments of inherent fees or reimbursement for costs incurred.
5. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the General Director 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 the budgetary item 02-22000-454.

Mrs. Mayor Carole Robert, president of the meeting, requests a vote on the main resolution.

Voted FOR: Councillors Mrs. Joanne Mayer, Maureen McEvoy and Mr. Luc Thivierge, Lee Angus and Ghyslain Robert.

FOR: 5
ABSTAINED: 1

Adopted unanimously.

2024-135 TO ACCEPT THE RESIGNATION OF MRS. DEVORAH SUGARMAN - PART-TIME FIREFIGHTER - FIRE STATION NO. 16

WHEREAS the Municipality of the Canton of Low Ms. Devorah Sugarman has sent an e-mail dated May 5, 2024, to the attention of the Fire Department, informing them of her resignation, which is effective as of May 5, 2024.

**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 recommendation of the Fire Chief and the approval of the General direction office, the resignation of Ms. Devorah Sugarman as part-time firefighter at fire hall no. 16, effective May 5, 2024.
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.

2024-136 REJECT A BID - ROAD MOWING - CALL FOR TENDERS NO. 2024-320-002

WHEREAS a call for tenders was issued on July 30, 2024 for mowing work along municipal roads;

WHEREAS one (1) contractor submitted a compliant bid;

WHEREAS the price received is too high in relation to our estimate.

**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. Rejects the bid received in response to call for tenders 2024-320-002 for roadside mowing, and authorizes a new call for tenders to be issued at an appropriate time.
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.

2024-137 TO AUTHORIZE THE TRANSFER OF PROPERTY - CHEMIN O'SULLIVAN - PAR VALUE OF \$1 - MANDATE MR. JONATHAN BOUCHARD, NOTARY, TO PREPARE THE NOTARIZED DEED - ORDER AN EXPENSE IN THE AMOUNT OF \$2,500, "TAXES NOT INCLUDED AND ADVERTISING FEES INCLUDED"

2024-137 WHEREAS the Municipality of the Township of Low adopted, at a regular meeting of its Municipal Council held on June 16, 1976, resolution number #6-16/76, for the purpose of transferring a portion of the property (p19-p20-Range I) of Mr. Patrick O'Sullivan free of charge to the Municipality;

WHEREAS research carried out by lawyer Athéna Larin-Larouche shows that the transfer of ownership has not taken place;

WHEREAS the costs incurred by Mrs. Lorelee O'Sullivan and Mr. Peter Salisbury and Mr. Joseph O'Sullivan in this matter.

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Authorizes the transfer of ownership of O'Sullivan Road, as described in resolution number 6-116/76, adopted at a regular meeting of the Municipal Council held on June 16, 1976, and this, for a nominal value of \$1.
3. Mandates Mr. Jonathan Bouchard, notary, located at 18, rue Fontaine, Gatineau (Québec) J8Y 2B6, to prepare the notarial deed for the transfer of ownership and all related documents.
4. Decrees an expense of \$2,500 "plus taxes and advertising fees included" for notary services and authorizes the General direction office to make payments as they become due.
5. Authorizes the General direction office to retain the services of a land surveyor if required and to make payments as they become due.
6. Authorizes the reimbursement of legal fees incurred by Mrs. Lorelee O'Sullivan and Mr. Peter Salisbury and Mr. Joseph O'Sullivan in this matter, on presentation of invoices.
7. 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.
8. The funds estimated for this purpose will be taken from budget item 02-32000-419.

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

Adopted unanimously.

PUBLIC WORKS

N/A

ENVIRONMENTAL HYGIENE

N/A

URBAN PLANNING

N/A

RECREATION, CULTURE AND COMMUNICATION

N/A

CORRESPONDENCE, DOCUMENTS AND INFORMATION

N/A

--- SECOND QUESTION PERIOD

The question period begins at 7 :23 p.m. and ends at 7:30 p.m.

**2024-138 TO ACCEPT THE CLOSING OF THE
SESSION**

**PROPOSED BY COUNCILLOR MRS JOANNE MAYER
SUPPORTED BY COUNCILLOR MRS MAUREN RICE**

FOR THESE REASONS, this meeting is adjourned at 7 :30 p.m.

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

Adopted.

Myrian Nadon
Director General
and Clerk-Treasurer

Carole Robert
Mayor