

**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, October 7, 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, and Maureen McEvoy and Mr. Luc Thivierge, Lee Angus and Ghyslain Robert.

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

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

**2024-142 TO ADOPT THE AGENDA FOR THE  
ORDINARY MEETING OF THE MUNICIPAL  
COUNCIL OF OCTOBER 7, 2024**

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

FOR THESE REASONS, this Council adopts the agenda as presented.

**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 :05 p.m. and ends at 7:15 p.m.

**2024-143 TO ADOPT THE MINUTES FOR THE  
ORDINARY MEETING OF THE MUNICIPAL  
COUNCIL OF SEPTEMBER 3, 2024 AND  
THE MINUTES OF THE EXTRAORDINARY  
MEETING OF  
SEPTEMBER 16, 2024**

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

FOR THESE REASONS, this Council accepts the minutes of September 3, 2024 and the minutes of September 16, 2024 as presented.

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

Adopted unanimously.

## **ADMINISTRATION**

### **--- PRESENTATION OF THE MAYOR'S REPORT ON THE HIGHLIGHTS OF THE 2023 FINANCIAL REPORT**

**2024-144 TO ACCEPT ACCOUNTING REPORT 2024-09 -  
AUTHORIZE THE OFFICE OF THE DIRECTOR GENERAL  
TO MAKE PAYMENTS - ACCOUNTS PAYABLE IN THE  
AMOUNT OF \$278 389.23 - ACCOUNTS PAID IN THE  
AMOUNT OF \$11 320.19**

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 September 2024, bearing the number 2024-09, totaling a sum of \$289 709.42 concerning the accounts paid and accounts payable of the Municipality.
3. Authorizes the Director General office to make payments in the amount of \$278 389.23.
4. Mentions that the Director General office has issued for this purpose, during the month of September 2024, sufficient credit certificates for a total amount of \$289 709.42.
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.

### **PROPOSED AMENDMENT**

It is proposed to add invoices to the accounting report 2024-09, resolution number 2 therefore has a new sum totaling "\$302,801.99" concerning the Municipality's accounts paid and accounts payable, so the total of accounts payable is now "\$291,481.80" and accounts paid is now "\$ 11,320.19".

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

2024-144

This proposed amendment having been adopted, the main proposal was approved as amended.

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

Adopted unanimously.

--- **FILING OF THE COMPARATIVE STATEMENT OF REVENUES AND EXPENSES TO AUGUST 31, 2024 AND FORECAST REVENUES AND EXPENSES TO DECEMBER 31, 2024**

In accordance with Section 176.4 of the Municipal Code, the Director General and Clerk-Treasurer proceeds with the filing of the comparative statement of revenues and expenses to August 31, 2024 and the forecast revenues and expenses to December 31, 2024.

**PROVINCE DE QUÉBEC  
COMTÉ DE GATINEAU**

**BY-LAW NUMBER 2024-003 TO REPEAL AND REPLACE  
BY-LAW NUMBER 10-2018 ESTABLISHING  
A FEE SCHEDULE FOR THE SUPPLY OF CERTAIN  
GOODS AND SERVICES**

**WHEREAS** rates must be established for the supply of certain goods and services by the Municipality of the Township of Low;

**WHEREAS** the provisions of sections 244.1 and following the Act respecting municipal taxation stipulate that, to the extent that a government regulation provided for in paragraph 8.2 of section 262 is in force, any Municipality may, by by-law, provide that all or part of its goods, services or activities be financed by means of a fee structure;

**WHEREAS** notice of motion was given at a regular meeting of this council, on September 3, 2024, to the effect that the present by-law would be submitted for adoption and that the present by-law was tabled at a regular meeting of this council, on September 3, 2024, the whole in accordance with the provisions of article 445 of the Quebec Municipal Code (L.R.Q., c. C 27.1);

**THEREFORE, IT IS**, it is ordained and decreed by the Municipal Council of the Municipality of the Township of Low and the said Council hereby ordains and decrees as follows, namely :

**ARTICLE 1 – PREAMBULE**

The preamble to the present by-law forms an integral part thereof.

**ARTICLE 2 – PURPOSE**

The purpose of this by-law is to establish a pricing policy applicable to the supply of certain goods and services rendered by the Municipality of the Township of Low.

**ARTICLE 3 – TARIFICATION**

Individuals and legal entities under private or public law who use the goods and services provided by the Municipality will be billed in accordance with the rates set out in the present by-law.

#### **ARTICLE 4 - TRANSCRIPTION AND REPRODUCTION OF A DOCUMENT**

The rates for transcription and reproduction of documents are as follows:

4.1	Per page for a black & white copy of one of the following documents: i. Evaluation role and concordance lists; ii. Role summary and index; iii. Règlement municipal; iv. Any other document in 8 ½ x 11, 8 ½ x 14 ou 11 x 17.	\$0.47 / page  Maximum of 35 \$ for l'item iii.
4.2	Per page for a color copy 8 ½ x 11 ou 8 ½ x 14	\$1.00 / page
4.3	Per page for a color copy 11 x 17	\$1.50 / page
4.4	For a copy of a general street plan or any other plan	\$4.70 / plan
4.5	For a copy of an extract from the assessment roll	\$0.55 / assessment unit
4.6	For a copy of the financial report	\$3.80 / report
4.7	For a copy of an event or accident report	\$19.00 / report
4.8	Electronic version on USB key or other computer medium. No CD or DVD support.	\$12.00 / document

When a document is reproduced on both sides, the charge is for each side of the paper.

#### **ARTICLE 5 - SENDING A DOCUMENT**

The rates for sending a document are as follows:

5.1 To send a document by fax: \$3.00 / shipment

#### **ARTICLE 6- SALE OF PROMOTIONAL ITEMS**

The fees for the sale of the Municipality's promotional items are as follows:

6.1 Pin: \$3.00

6.2 Other promotional items: Price per unit

#### **ARTICLE 7 - PROCESSING OF ALL RESEARCH AND ANALYSIS REQUESTS**

Fees for research and technical support are as follows:

7.1 Consultation, research or analysis: \$50.75 / hour

#### **ARTICLE 8 - ADMINISTRATION FEES**

A 15% administration fee will be charged on all invoices, except billing provided by agreement.

#### **ARTICLE 9 - TAX APPLICATION**

When applicable, the goods and services tax (GST) and Quebec sales tax (QST) or any other tax must be added to the rates set out in this by-law at the rates prescribed on the billing date.

#### **ARTICLE 10 - TERMS OF PAYMENT**

Amounts due for documents and services are payable on delivery, with the exception of the rates provided for in article 7, which must be paid in advance.

All payments must be made in cash.

**ARTICLE 11 – EXCEPTIONAL CASES**

Depending on the assessment of the Director General and Clerk-Treasurer, individuals and legal entities under private or public law who have ongoing exchanges of information and documents with the Municipality, the rates payable may not be applicable.

**ARTICLE 12 – EXEMPTION**

Municipalities on the territory of the MRC de LA VALLÉE-DE-LA-GATINEAU and the MRC de LA VALLÉE-DE-LA-GATINEAU are exempt from the application of fees payable under articles 4 to 10 of the present by-law.

**ARTICLE 13 – REPEAL OF BY-LAWS**

The present by-law repeals, for all purposes, all by-laws and management policies predating the adoption of the present by-law or any provisions of any by-law or policy that are incompatible with the above enacted by-laws.

**ARTICLE 14 – INTERPRETATIVE PROVISIONS**

14.1 The masculine and singular genders are used in these rules without discrimination and include the feminine and plural to avoid excessive text.

**14.2 PARTIAL INVALIDITY OF THE BY-LAWS**

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 Municipal council 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 15 – EFFECTIVE DATE**

The present by-law will come into force once the formalities required by law have been completed.

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Myrian Nadon  
Director general and  
Clerk-treasurer

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Carole Robert  
Mayor

Notice of motion:	September 3, 2024
Adoption of the by-law :	October 7, 2024
Publication (posting):	October 16, 2024
Coming into force:	October 16, 2024

**2024-145 TO ADOPT BY-LAW NO. 2024-003 - TO REPEAL AND REPLACE BY-LAW NO. 10-2018 ESTABLISHING FEES FOR THE SUPPLY OF CERTAIN GOODS AND SERVICES**

WHEREAS the draft by-law and notice of motion were presented at a regular meeting of the Municipal Council held on September 3, 2024;

WHEREAS the draft by-law was tabled at a regular meeting of the Municipal Council held on September 3, 2024;

2024-145

WHEREAS the Municipal Council deems it advisable to adopt this by-law in order to update the rates applicable to the supply of certain goods and services.

**PROPOSED BY COUNCILLOR MR. LUC THIVIERGE  
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. 2024-003 to repeal and replace By-law No. 10-2018 establishing rates applicable to the supply of certain goods and services.
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.

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

**BY-LAW 2024-004  
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 September 3rd, 2024 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
Department Directors	\$10,000.00
Foreman	\$5,000.00
Coordinator – Public Works	\$5,000.00
Coordinator – Finance and Administration	\$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, 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, 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 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 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 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 duty with pay. The Director general shall immediately report the matter to council and the council shall decide the disposition of the suspended employee after investigation.

#### **Article 6 - Payments and Authorized Expenditures**

6.1 Council authorizes the 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.
- 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;
  - c) 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/she 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 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 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 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 2023-006 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.

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Myrian Nadon  
Director General and Clerk-Treasurer

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Carole Robert  
Mayor

Notice of motion:	September 3, 2024
Adoption of the by-law :	October 7, 2024
Publication (posting):	October 16, 2024
Coming into force:	October 16, 2024

**2024-146 TO ADOPT BY-LAW NO. 2024-004 - TO REPEAL AND REPLACE BY-LAW NO. 2023-006 DELEGATING TO MUNICIPAL OFFICERS THE POWER TO AUTHORIZE EXPENDITURES AND ENTER INTO CONTRACTS ACCORDINGLY AND RULES FOR BUDGETARY CONTROL AND FOLLOW-UP**

WHEREAS the draft by-law and notice of motion were presented at a regular meeting of the Municipal Council held on September 3, 2024;

**2024-146**

WHEREAS the draft by-law was tabled at a regular meeting of the Municipal Council held on September 3, 2024;

**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. Adopts, on the approval of the Office of the Director General, By-law No. 2024-004 to repeal and replace By-law No. 2023-006 delegating to municipal officers the power to authorize expenditures and enter into contracts accordingly and rules for budgetary control and follow-up.
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.

**2024-147 TO APPOINT STANDING AND AD HOC  
COMMITTEES OF THE MUNICIPAL  
COUNCIL**

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WHEREAS the Municipality of the Township of Low may, pursuant to Article 82 of the Municipal Code of Québec, create standing or ad hoc committees responsible for: Administration, Public Works, Finance and Taxation, Recreation, Culture and Community Life, Environment and Urban Planning, Public Safety, Human Resources, Environmental Health, Communications, Management, Personnel, Priorities, Construction, Roads, Civil Security, Fire Fighting, Libraries, Heritage and others.

**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. Forms, in accordance with Section 82 of the Quebec Municipal Code, the following committees and appoints the Council members and civil servants who will serve on them, namely:

STANDING COMMITTEES			
COMMITTEE NAME	OFFICIALS RESPONSIBLE	MEMBERS	MANDATE RECOMMENDATIONS
General or Plenary Council Committee	Mrs. Myrian Nadon, Director General and Clerk-Treasurer, and all municipal service managers	All municipal council members	Provide guidance or make decisions on matters submitted by the Direction general and municipal officials for the council meeting.
<b>Administration Committee - Finance</b>	Mrs. Myrian Nadon, Director General and Clerk-Treasurer  Mrs Vicky Tremblay-Régimbal, Coordinator - Finance and Administration	Councillor Joanne Mayer, President  Councillor Maureen Rice, Vice-president	<b>Makes recommendations</b> to members of Council on municipal administration and finance, including policies and by-laws with financial implications, budget forecasts, financial statements and required reports.
<b>Planning Committee</b>	Mrs. Myrian Nadon, Director General and Clerk-Treasurer  Mrs. Mireille Bertrand, municipal inspector, committee secretary	Councillor Joanne Mayer, President  <b>Councillor Maureen McEvoy, Vice-president</b>	<b>Make recommendations</b> to members of the municipal council regarding land use planning, carry out studies on urban planning, zoning, subdivision and construction.
Environment Committee	Mrs. Myrian Nadon, Director General and Clerk-Treasurer  Mrs. Mireille Bertrand, municipal inspector, committee secretary	Councillor Luc Thivierge, President  Councillor Ghyslaine Robert, Vice-president	<b>Make recommendations</b> to members of the municipal council on matters relating to the environment, the drinking water distribution network and environmental health.  Advise the municipal council on actions to be taken and positions to be adopted with regard to the environment and sustainable development.

STANDING COMMITTEES			
COMMITTEE NAME	OFFICIALS RESPONSIBLE	MEMBERS	MANDATE RECOMMENDATIONS
<b>Recreation, Culture and Communications Committee</b>	Mrs. Myrian Nadon, Director General and Clerk-Treasurer	Councillor Maureen McEvoy, President  Councillor Luc Thivierge, Vice-président	<b>Make recommendations</b> to members of the municipal council on matters of recreation, culture and communications, and study issues relating to various aspects of activities, events and projects on the territory.
<b>Public Works Committee</b>	Mrs. Myrian Nadon, Director General and Clerk-Treasurer  Mr. Ryan Draper, public works coordinator and Mr. Stephen Kelly, foreman	Councillor Ghyslain Robert, President  Councillor Lee Angus, Vice-president	<b>Make recommendations</b> to council members on municipal infrastructure maintenance and various projects of the Public Works and Roads Department.
<b>Public Safety Committee</b>	Mrs. Myrian Nadon, Director General and Clerk-Treasurer  Mr. Michel Lemieux, Director, Fire Safety Department and Mr. Ghyslain Robert, Deputy Director Fire Safety Department	Councillor Maureen Rice, President  Councillor Lee Angus, Vice-president	<b>Make recommendations</b> to members of the municipal council regarding fire and civil protection to ensure the safety and protection of people and property.



STANDING COMMITTEES			
COMMITTEE NAME	OFFICIALS RESPONSIBLE	MEMBERS	MANDATE RECOMMENDATIONS
Human Resources Committee	Mrs. Myrian Nadon, Director General and Clerk-Treasurer	Councillor Mrs. Maureen McEvoy, President  Councillor Mr. Luc Thivierge, Vice-president  Councillor Mrs. Joanne Mayer, Vice-president	Makes recommendations to the members of the Municipal Council regarding: <ul style="list-style-type: none"> <li>• labour relations,</li> <li>• contracts and working conditions,</li> <li>• special agreements,</li> <li>• staff training,</li> <li>• occupational health and safety,</li> <li>• the handling complaints involving the Director general,</li> <li>• human resources policies, including hiring, compensation, training and development, recognition, preventing and dealing with harassment, violence and incivility in the workplace, and inclusion and</li> <li>• evaluation of the organization's personnel.</li> </ul>

3. Mention that the Mayor and the Director General and Clerk-Treasurer are ex-officio members of all committees.
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, requests a vote on the main resolution.**

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

**Voted AGAINST:** Councillor Mr. Luc Thivierge.

**FOR:** 5  
**AGAINST:** 1

Adopted by the majority.

**2024-148 TO REPEAL AND REPLACE THE RESOLUTION BEARING THE NUMBERS 2024-014 - ENDORSE THE USE OF THE VISA CREDIT CARD AND AUTHORIZE USE BY THE HOLDERS**

WHEREAS the Municipality of the Township of Low adopted the resolution bearing the numbers 2024-014, for the purposes of ratifying the use of the Visa credit card and authorizing the use by the holders;

WHEREAS this Council considers it appropriate, on the recommendation of the Director General and Clerk-Treasurer, to repeal and replace the list of holders.

**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. Accepts, on the recommendation of the Director General and Clerk-Treasurer, the following holders to use a Visa credit card on behalf of the Municipality of the Township of Low according to the directives and procedures in force, namely:
  - a) Director General and Clerk-Treasurer – Credit limit of \$5,000
  - b) Director of the Fire Safety Department – Credit limit of \$3,000
  - c) Coordinator - Public Works - Credit limit of \$2,000
  - d) Coordinator – Finance and Administration – Credit limit of \$2,000
3. Repeals and replaces for all legal purposes the resolutions bearing the numbers 2024-014.
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.

**2024-149 TO ACCEPT THE OCTOBER 2024 RENEWAL OFFER FOR THE GROUP INSURANCE PLAN WITH DESJARDINS**

WHEREAS the Municipality of the Township of Low has subscribed to the group insurance plan issued by Desjardins on June 1, 2023;

WHEREAS the Municipality has received on August 7, 2024, the renewal offer with the insurance broker Desjardins and that after studying the renewal offer presented by Synex Group Solutions, it is deemed satisfactory.

**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. Ratify, on the recommendation of the General Manager and Clerk-Treasurer, the renewal offer issued by the insurer Desjardins dated September 6, 2024 for a period of one (1) year from October 1, 2024.

2024-149

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.

**2024-150 TO ESTABLISH CALENDAR - REGULAR MEETINGS - YEAR 2025**

WHEREAS article 148 of the Quebec Municipal Code stipulates that the Municipal Council establishes, before the beginning of each calendar year, the calendar of its regular meetings for that year, setting the day and time of the beginning of each meeting;

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Establishes, as required by article 148 of the Quebec Municipal Code, the regular meetings of its Municipal Council, for the year 2025, as follows:

Day/Month	Hour	Location
Monday, January 13	7 :00 p.m.	Heritage Hall
Monday, February 3	7 :00 p.m.	Heritage Hall
Monday, March 3	7 :00 p.m.	Heritage Hall
Monday, April 7	7 :00 p.m.	Heritage Hall
Monday, May 5	7 :00 p.m.	Heritage Hall
Monday, June 2	7 :00 p.m.	Heritage Hall
Monday, July 7	7 :00 p.m.	Heritage Hall
Monday, August 4	7 :00 p.m.	Heritage Hall
Tuesday, September 2	7 :00 p.m.	Heritage Hall
Monday, October 6	7 :00 p.m.	Heritage Hall
Monday, November 3	7 :00 p.m.	Heritage Hall
Monday, December 1	7 :00 p.m.	Heritage Hall

3. Notes that all Council meetings are held at the Heritage Room, 4C chemin d'Amour, Low.
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.

**2024-151 TO ENABLE POSTAL VOTING - MUNICIPAL ELECTIONS**

WHEREAS pursuant to the provisions of section 582.1 of the Act respecting elections and referendums in municipalities, the Minister may, by by-law, establish the terms and conditions according to which the right to vote may be exercised, by correspondence, by a person who is registered as an elector or a qualified voter on the list of electors or referendum list in a capacity other than that of domiciled person.

**2024-151** WHEREAS in accordance with the provisions of section 659.44 of the Act respecting elections and referendums in municipalities, a resolution must be passed not later than July 1 of the calendar year in which a general election is to be held or, in the case of a by-election, not later than the fifteenth day following the day on which Council is notified of the day set for the poll. In the case of a referendum, this resolution must be passed at the Council meeting at which the polling date is to be set. The same rules apply to a resolution whose purpose is to rescind a previous resolution.

**UNANIMOUSLY PROPOSED AND SUPPORTED**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Allows the use of postal voting for any person registered on the list of electors or referendum list as an elector or person entitled to vote in a capacity other than that of domiciled person at the time of any poll.
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.

**2024-152** **TO GRANT THE STATUS OF PERMANENT  
EMPLOYEE - END OF PROBATIONARY  
PERIOD - MS. CHANTAL RODRIGUE -  
ASSISTANT TO THE DIRECTOR  
GENERAL - PERMANENT FULL-TIME  
POSITION**

WHEREAS the Municipality of the Township of Low adopted, at a regular meeting of its Municipal Council held on April 2, 2024, resolution number 2024-048, for the purpose of retaining the services of Ms. Chantal Rodrigue as Assistant to the Director General - Permanent full-time position.

WHEREAS the Director General and Clerk-Treasurer recommends granting permanent employee status to Chantal Rodrigue as Assistant to the Director General - Permanent full-time position.

**UNANIMOUSLY PROPOSED AND SUPPORTED**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Grants, on the recommendation of the Director General and Clerk-Treasurer, the status of permanent employee to Ms. Chantal Rodrigue, as Assistant to the Director General, permanent full-time position, and recognizes her seniority to March 1, 2023, the date on which she took up her duties as Library coordinator.
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.

**2024-153 TO ADOPT A POLICY FOR THE PREVENTION AND MANAGEMENT OF HARASSMENT, VIOLENCE AND INCIVILITY IN THE WORKPLACE**

WHEREAS with a view to a healthy and respectful workplace, the Municipality of the Township of Low, as a responsible employer, supports a policy of prevention and management of harassment, violence and incivility in the workplace.

WHEREAS the Administration Committee made known its recommendations at the meeting held on September 25, 2024, for the purpose of recommending that the members of the Municipal Council accept the Policy for the prevention and management of harassment, violence and incivility in the workplace and authorize the Office of the Director general to proceed with the implementation of said policy.

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Adopts, a policy for the prevention and management of harassment, violence and incivility in the workplace.
3. Authorizes the Director general Office to implement all articles inherent in the said policy.
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.

**PUBLIC SAFETY**

Note 1: Councillor Mr. Ghyslain Robert declares his interest, at 7:43 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.

**2024-154 TO ACCEPT THE RESIGNATION OF MR. JEAN-FRANÇOIS PATRY - PART-TIME FIREFIGHTER - FIRE STATION NO. 16**

WHEREAS Mr. Jean-François Patry has sent a letter dated September 6<sup>th</sup>, 2024, to the attention of the Fire Department, informing them of his resignation as part-time firefighter, which is effective as of June 20, 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.

2024-154

2. Accepts, on the recommendation of the Fire Chief and the approval of the General direction office, the resignation of Mr. Jean-François Patry as part-time firefighter at fire hall no. 16, effective June 20, 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 by the majority.

### **PUBLIC WORKS**

Note 2: Councillor Mr. Ghyslain Robert declares his interest, at 7:44 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.

2024-155 **TO ACCEPT A BID - SUPPLY OF SAND FOR THE 2024-2025 WINTER SEASON**

WHEREAS the Municipality of the Township of Low has to acquire sand for the 2024-2025 winter season.

WHEREAS a quote was received from Dale Ramsay for 2,500 TM of sand at a cost of \$7.68/TM "plus taxes" for a total of \$21,504.00 "plus taxes".

**PROPOSED BY COUNCILLOR MRS. MAUREEN RICE  
SUPPORTED BY COUNCILLOR MR. LEE ANGUS**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Accepts, the bid received from Dale Ramsay in the amount of \$21,504.00 "plus taxes" for the supply of sand for the 2024-2025 winter season.
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.
4. The funds estimated for this purpose will be taken from budget item 02-330-00-622.

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

Adopted by the majority.

### **ENVIRONMENTAL HYGIENE**

N/A

### **URBAN PLANNING**

N/A

**RECREATION, CULTURE AND COMMUNICATION**

**2024-156 TO SUPPORT THE MRC DE LA VALLÉE-DE-LA-GATINEAU - REQUEST TO THE MINISTÈRE DU TRANSPORT ET DE LA MOBILITÉ DURABLE DU QUÉBEC - PROGRESS OF WORK ON ROUTE 105**

WHEREAS the last resolution adopted by the Council of the MRC de la Vallée-de-la-Gatineau (MRCVG) at the regular meeting held on April 18, 2023 concerning a request for access to information from the MTQ regarding the portrait of route 105;

WHEREAS since this resolution, several other demands have been made to improve the condition of the 105 road;

WHEREAS a meeting was held with the team from the Ministère du Transport et de la Mobilité Durable and members of the MRCVG Board to present the work map for the years 2024 to 2026;

WHEREAS despite the ministry's announcement last spring, the work has not yet begun, and winter is fast approaching;

WHEREAS the investment promise for 2024 regarding work on route 105 has not been kept;

WHEREAS the condition of route 105 is in breach of the MRCVG's economic rollover;

WHEREAS the quality of life of daily users, such as citizens, farmers, ambulance drivers, Sûreté du Québec officers, school bus drivers, bulk carriers and tourists, is severely affected and their safety compromised.

**UNANIMOUSLY PROPOSED AND SUPPORTED**

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 to approach the Minister, Ms Geneviève Guibault, to ask her to come and meet the elected representatives of the MRC de la Vallée-de-la-Gatineau before the end of 2024.
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.

Adopted unanimously.

**2024-157 TO SUPPORT THE MRC DE LA VALLÉE-DE-LA-GATINEAU - FOLLOW-UP ON CORRESPONDENCE - SCHOOL BUS ELECTRIFICATION PROGRAM**

WHEREAS the MRC de la Vallée-de-la-Gatineau (MRCVG) adopted a resolution bearing the number 2024 R AG199 supporting the company "Transport Lemens Inc" in its request for an increase in the school transportation electrification program;

WHEREAS this program announced by the Quebec government requires all new school buses registered to transport students to be powered by electricity by 2030;

**2024-157** WHEREAS correspondence received from the Minister dated July 26, 2024 in response to resolution 2024-R-AG199 emphasizing that work is underway to extend the Program and update it to meet carriers' needs;

WHEREAS despite this correspondence, Transport Lemens Inc. currently finds itself in a precarious situation following the purchase of their electric school bus at a cost of over \$300,000.00, plus the costs associated with the installation of the terminal and electricity, out of financial assistance of \$150,000.00;

WHEREAS following this purchase by the transport company, several problems arose with the transmission, steering and battery. The transmission and steering had to be replaced, after only 40 km of transport with this vehicle;

WHEREAS parts and labour are not readily available and the company will not be able to use it by the start of the 2024 school year;

WHEREAS as a result of these factors, several breaks in school transport services are expected for the coming school year;

WHEREAS several complaints were heard by the Fédération des Transporteurs par Autobus;

WHEREAS with all these issues of mechanical failure, confidence in these electric machines is no longer at its highest level, given that children's safety is compromised.

**UNANIMOUSLY PROPOSED AND SUPPORTED**

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 dealings with the Government of Québec and the Ministère des Transports et de la mobilité durable in order to request:
  - A minimum 5-year derogation, to give school transport companies additional time to meet the program's criteria.
  - Increase financial assistance to enable transport companies to cover a greater share of the costs associated with the purchase of 100% electric buses.
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.

Adopted unanimously.

**2024-158** TO SUPPORT THE MRC DE LA VALLÉE-DE-LA-GATINEAU - CELLULAR COVERAGE FOR THE MRC DE LA VALLÉE-DE-LA-GATINEAU

WHEREAS the MRC de la Vallée-de-la-Gatineau (MRCVG) adopted a resolution bearing the number 2024 R AG236 at the regular meeting of their Council on June 18 concerning cellular coverage on the MRCVG territory;



**2024-158** WHEREAS this issue is as important as ever for the elected officials of the MRCVG;

WHEREAS connectivity is an essential need to ensure safety for the people of val-gatinoise;

WHEREAS on June 28, 100 additional sites were announced by the Prime Minister's Office, but the Vallée-de-la-Gatineau is still not included in these additions;

**UNANIMOUSLY PROPOSED AND SUPPORTED**

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 dealings with the Quebec government to request that Phase II of cell site construction be revised to include the MRC de la Vallée de la Gatineau.
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.

Adopted unanimously.

**2024-159** **TO SUPPORT THE MUNICIPALITY OF ALLEYN-AND-CAWOOD TO MODIFY THE USE OF THE COMPARATIVE FACTOR IN THEIR MUNICIPAL ASSESSMENT PROCESS**

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WHEREAS the current municipal assessment process uses a comparative factor to determine the market value of properties;

WHEREAS this comparative factor can lead to unfair assessments and does not always accurately reflect the real market value of properties, especially in years 2 and 3 of the triennial roll;

WHEREAS the Municipality of Alleyn-and-Cawood expresses the need to review and revise the Municipal Taxation Act as well as the assessment process in order to ensure a fairer and more transparent assessment of properties for the well-being of its residents;

WHEREAS adjusting the municipal tax rate is only a temporary measure and does not solve the problem;

WHEREAS other municipalities could be faced with the situation of having a high comparative factor and these negative impacts: calculation of MRC quotas, calculation of Sûreté du Québec fees, as well as these impacts on residents: school taxes, payment of mutations on standardized value, etc.

**UNANIMOUSLY PROPOSED AND SUPPORTED**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Supports, the Municipality of Alleyn-and-Cawood in its efforts to formally request a review of the municipal assessment process, with particular emphasis on reviewing and modifying the use of the comparative factor.

2024-159

3. Transmits a copy of this resolution to the Municipality of Alayn-and-Cawood, to the MRC de la Vallée-de-la-Gatineau, to the Premier of the Government of Quebec, Mr. François Legault, and to Madame Andrée Laforest, Minister of Municipal Affairs.
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.

2024-160

**TO SUPPORT THE TOWN OF MONT-TREMBLANT - CHALLENGE TO THE NOTICE OF INCREASE 2025 - PG SOLUTIONS**

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WHEREAS PG Solutions is the main supplier of IT solutions for the town of Mont-Tremblant as well as for many other cities and municipalities in Quebec;

WHEREAS PG Solutions has a virtual monopoly in Quebec;

WHEREAS PG Solutions is imposing substantial annual increases on Application Maintenance and Support Agreements (AMSA), mainly since 2022;

WHEREAS the cost of modernizing the financial suite, which includes payroll, taxation, accounts payable and accounting modules, which was on the order of 20% in 2022 and has been indexed since then;

WHEREAS to date, only the payroll module has been modernized, and it is still not 100% functional;

WHEREAS failure to meet deployment deadlines for other modules of the financial suite;

WHEREAS the minimum increase imposed by PG is 6.7% as from January 1, 2025;

WHEREAS this increase is much higher than the Quebec Consumer Price Index (CPI) for 2024;

WHEREAS the town of Mont-Tremblant wishes to respect its taxpayers' ability to pay.

**UNANIMOUSLY PROPOSED AND SUPPORTED**

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Supports, the town of Mont-Tremblant in its dealings with PG Solutions concerning their request to reduce the increase in fees for the application maintenance and support contract (AMSA) and to oppose the method of financing PG Solutions' application improvements and developments through additional billing to cities and municipalities.
3. Transmits a copy of this resolution to the MRC de la Vallée-de-la-Gatineau and the town of Mont-Tremblant.
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.

2024-161 **TO AUTHORIZE DIRECTOR GENERAL  
OFFICE - CHGA RADIO PUBLICATIONS  
- RENEWAL -  
TURNKEY ADVERTISING PROGRAM**

WHEREAS the Municipality of the Township of Low adopted at a regular meeting held on November 8, 2022, resolution number 2022-11-288 for the purpose of accepting the turnkey advertising proposal from radio CHGA 97.3 for the years 2023 and 2024;

WHEREAS in a letter dated September 19, 2024, Ms. Gisèle Danis, Director general of radio CHGA 97.3, sent a "Turnkey" advertising proposal for the years 2025-2026 in the total amount of \$1,800 "plus taxes" per year for the following services, namely;

1. Job offers
2. Public notices
3. Events
4. Call for tenders
5. Summer Capsules
6. Holiday greetings (Christmas and others)
7. Interviews

WHEREAS no English-language community radio station is currently available on our territory;

WHEREAS there are currently no French-language newspapers available on our territory.

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Authorizes, on the recommendation of the Director general office, to accept the advertising proposal of radio CHGA 97.3 in the amount of \$1,800 per year "plus taxes" and to purchase a membership card at a cost of \$35 per year, and to make the necessary arrangements for the following services, for the years 2025 and 2026:
  1. Job offers
  2. Public notices
  3. Events
  4. Call for tenders
  5. Summer Capsules
  6. Holiday greetings (Christmas and others)
  7. Interviews
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.

**CORRESPONDENCE, DOCUMENTS AND INFORMATION**

N/A

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**SECOND QUESTION PERIOD**

The question period begins at 7 :56 p.m. and ends at 8:02 p.m.

2024-162 TO ACCEPT THE CLOSING OF THE  
SESSION

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

FOR THESE REASONS, this meeting is adjourned at 8:03 p.m.

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

Adopted.

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Myrian Nadon  
Director General  
and Clerk-Treasurer

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Carole Robert  
Mayor