

**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, December 2, 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 : Councillor Mrs. Maureen Rice and Councillors Mr. Luc Thivierge, Lee Angus and Ghyslain Robert.

WERE ABSENT : Councillors Mrs. Joanne Mayer and Maureen McEvoy (Reasoned absence).

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

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

**2024-188 TO ADOPT THE AGENDA FOR THE
ORDINARY MEETING OF THE MUNICIPAL
COUNCIL OF DECEMBER 2, 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 additions:

- 4.7 To grant a subsidy to the Table de développement social de la Vallée-de-la-Gatineau (TDSVG) - Decree an expenditure of \$ 300
- 5.2 To hire Mr. Nicholas Tilgner - Part-time firefighter - Fire station no. 16
- 5.3 To support the Fédération québécoise des municipalités (FQM) - Billing to municipalities served by Sûreté du Québec services
- 5.4 To request the contribution of the municipalities of Denholm, Kazabazua and Lac-Ste-Marie - Acquisition of a breathing air compressor to meet the needs of fire departments in the southern part of the MRC de la Vallée-de-la-Gatineau territory
- 9.9 To grant a subsidy to Be and Become - To decree an expenditure of \$ 500

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 7:18 p.m.

**2024-189 TO ADOPT THE MINUTES FOR THE
ORDINARY MEETING OF THE MUNICIPAL
COUNCIL OF NOVEMBER 4, 2024 AND THE
MINUTES OF THE EXTRAORDINARY
MEETING OF
NOVEMBER 18, 2024**

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

FOR THESE REASONS, this Council accepts the minutes of the ordinary meeting of November 4, 2024 and of the extraordinary meeting of November 18, 2024 as presented.

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

Adopted unanimously.

ADMINISTRATION

**--- INCLUSION IN THE BOOK OF
DELIBERATIONS**

NOTE 1: At 7:20 p.m., the Director General and Clerk-Treasurer, in accordance with the provisions of Section 6, item 7, 3rd and 4th paragraphs of the Act respecting ethics and professional conduct in municipal matters, filed the public register of declarations by members of the Municipal Council with respect to the Code of Ethics and Professional Conduct in Municipal Matters - Register of Donations - Gifts - Year 2024.

**2024-190 TO ACCEPT ACCOUNTING REPORT 2024-11 -
AUTHORIZE THE OFFICE OF THE DIRECTOR GENERAL
TO MAKE PAYMENTS - ACCOUNTS PAYABLE IN THE
AMOUNT OF \$110,204.83 - ACCOUNTS PAID IN THE
AMOUNT OF \$117,741.49**

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 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. Accepts, on the approval of the Director General office, the accounting report for the month of November 2024, bearing the number 2024-11, totaling a sum of \$227,946.32 concerning the accounts paid and accounts payable of the Municipality.
3. Authorizes the Director General office to make payments in the amount of \$110,204.83.

4. Mentions that the Director General office has issued for this purpose, during the month of November 2024, sufficient credit certificates for a total amount of \$227,946.32.
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.

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

BY-LAW 2024-005

BY-LAW RESPECTING THE INTERNAL MANAGEMENT OF COUNCIL MEETINGS

WHEREAS section 491 of the Quebec Municipal Code allows council to adopt by-laws to regulate the conduct of council proceedings and the maintenance of good order and decorum during council or committee meetings;

WHEREAS the Municipality of the Township of Low wishes to replace its By-law 2023-003 and its amendments in order to maintain order and decorum during council meetings.

WHEREAS Members of Council recognize that the public has a right to open government and transparent decision-making;

WHEREAS this council deems it advisable to repeal and replace the by-law governing the internal management of council meetings;

WHEREAS a notice of motion was given at a regular meeting of this Council, on November 4th, 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 November 4th, 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 ordained and decreed by the Municipal Council of the Municipality of the Township of Low and the said Council ordains and decrees by the present by-law as follows, namely;

ARTICLE 1 - PREAMBLE

The preamble to this by-law forms part of this by-law.

ARTICLE 2 - PURPOSE

The purpose of these by-laws is to establish rules and procedures for the conduct of business and the maintenance of good order and decorum at Council and committee meetings.

ARTICLE 3 - THE MUNICIPAL COUNCIL - ROLE, FUNCTIONS AND RESPONSIBILITIES

3.1 The elected officials meeting in Council represent the population; they make decisions on the orientations and priorities of the municipality.

3.2 The municipal council is composed of a mayor and six councillors.

The Council oversees the quality of life in its community. Elected officials must always make decisions in the interest of the citizens they represent and only at Council meetings, in the form of a by-law or resolution. Individually and outside of Council meetings, elected officials may not make decisions or take positions on behalf of the Municipality, except for the mayor in the exercise of his emergency powers.

3.3 The primary role of Council is to ensure that the services offered meet the needs of the community. At the first meeting following the election, Council, shall proceed with the assignment of files to the elected officials who will be their bearers, as well as the appointment of the Deputy Mayor. The assignment of these responsibilities may be modified during the current mandate.

ARTICLE 4 - REGULAR MEETINGS

ARTICLE 4.1 - DATES AND LOCATION

4.1.1 Regular meetings of Council shall be held in accordance with a schedule established by resolution, prior to the commencement of each calendar year, on the days and at the times fixed therein and may be modified by resolution.

4.1.2 Council shall meet in the Heritage Hall, 4C D'Amour Road, Low, or at such other place as may be fixed by resolution or public notice.

4.1.3 A Council member may, if he so wishes, participate remotely in a Council meeting by a means that enables all persons participating in or attending the meeting to see and hear each other in real time, in the following cases:

1. At a special meeting
2. For reasons related to the member's safety or health or that of a loved one and, if a health reason is invoked, for a maximum of three (3) regular sessions per year or, as the case may be, for the duration indicated in a medical certificate attesting to the member's need to participate at a distance.
3. By reason of an impairment resulting in a significant and persistent disability that constitutes an obstacle to his participation in person at Council meetings.
4. Because of her pregnancy or the birth or adoption of her child, in which case her participation at a distance may not exceed the following number of consecutive weeks:
 - a) 50, if the person was not absent due to pregnancy or the birth or adoption of his child in accordance with section 317 of the Act respecting elections and referendums in municipalities.
 - b) The number resulting from the subtraction, from 50, of the number of weeks during which the person was absent for a reason referred to in subparagraph a).

4.1.3.1 Remote participation is permitted only if the member attends the session from a location in Quebec or an adjacent province.

4.1.3.2 The minutes of the meeting must mention the name of any Council member who participated remotely.

4.1.3.3 When the majority of Council members participate remotely in a meeting, the Municipality must make a video recording of the meeting and make it available to the public, on its website or on any other website it designates by resolution, as of the business day following the day on which the meeting ended.

ARTICLE 4.2 - AGENDA

4.2.1 The agenda is prepared by Director General, and regular Council business is normally conducted in the following order:

1. Opening of the session
2. Adoption of the agenda
3. 1st question period
4. Approval of minutes of previous meetings
5. Administration - Finance - Human Resources
6. Public Security
7. Public Works
8. Environment and hygiene
9. Health and welfare
10. Planning, urbanism and development
11. Recreation, culture and communication
12. Filing of documents, correspondence
13. 2nd question period
14. Adjournment of the meeting

The titles of these items may differ, but the essence should remain similar. This template does not apply to special meetings of Council.

4.2.2 The Mayor may add to it, but not subtract from it, except with the consent of the Director General. The same applies to Councillors.

4.2.3 A Councillor may also submit to the Mayor or Director General any subject or document that may be placed on the agenda.

4.2.4 Any documents or requests submitted between the business meeting and the council meeting shall not be dealt with until the following month unless a majority of the council members present at the regular meeting agree to add the item to the agenda.

4.2.5 The agenda shall be supplemented and amended as necessary, prior to its adoption, as requested by each member of Council.

4.2.6 The agenda may be amended at any time after its adoption, but only with the consent of a majority of the members of Council present.

4.2.7 The agenda must be sent to council members before being shared with citizens and the media.

4.2.8 The agenda must be published on the Municipality's website and sent by newsletter within 8 hours of being sent to Council members, unless there is an exceptional situation.

ARTICLE 5 – SPECIAL MEETINGS

5.1 A special meeting of Council may be called at any time by the Mayor, the Director general and Clerk-Treasurer, or any two members of Council, by giving special written notice to all members of Council other than those calling the meeting (*M.C. Section 152*). Notice of meetings shall be given in accordance with the requirements of the *Municipal Code (M.C. s. 156)*.

5.2 Special meetings of council shall be held on the days and at the times specified in the notice of meeting. Only business specified in the notice of meeting shall be considered unless all members of Council are present and consent (*M.C. Section 153*).

5.3 The consultation meeting provided for in the Act respecting land use planning and development (ALUPD) may be held on the same day as a regular meeting, but must be the subject of a separate meeting, all in compliance with the ALUPD.

ARTICLE 5.4 – NOTICE OF SPECIAL MEETING

5.4.1 Notice of special meetings of the Council, as well as notice of adjournment (lack of quorum), must be given to Council members at least two (2) days before the day set for the meeting or adjourned meeting.

5.4.2 Council, before proceeding with any business at such meeting, shall ascertain and record in the minutes of the meeting that notice of the meeting was served as required by law upon those members of council who are not present at the opening of the meeting.

5.4.3 If it appears that notice has not been given to all absent members, the meeting shall be closed immediately.

5.4.4 Failure to comply with the formalities prescribed for the convening of a Council meeting shall not be invoked when all members of Council present in the municipality have attended.

ARTICLE 5.5 – WITHOUT NOTICE OF MEETING

5.5.1 Special meetings of the Council may be held without notice if all members are present. The Council must then adopt, by unanimous consent of its members, the agenda for the meeting. Failing unanimous consent, the meeting cannot proceed.

ARTICLE 6 - DOCUMENTATION

6.1 All documentation useful for decision-making is made available to Council members no later than seventy-two (72) hours before the time set for the start of the meeting, unless there are exceptional circumstances, or the Council deems that it has the information it needs to reach a decision.

ARTICLE 7 - SESSION

7.1 Meetings of Council shall be open to the public. All proceedings shall be conducted in a loud and intelligible voice.

ARTICLE 8 - QUESTIONS PERIODS

8.1 Council meetings shall include at least two question periods, one following the adoption of the agenda and the second at the end of the meeting, when the items on the agenda are exhausted. During these periods, those present may ask questions orally to the members of Council of a public nature, on the agenda and concerning the affairs of the Municipality.

8.2 Each question period shall not exceed twenty-five (25) minutes.

8.3 The chairperson of the meeting presides over the question period, granting the right to speak to those who request it.

8.4 All speakers must, prior to their question:

1. Identify themselves by their first and last name.
2. In the case of a journalist, he shall identify him by his first name, last name and the media outlet he represents.
3. Contact the Chairman of the meeting.
4. State to whom your question is addressed.
5. Ask only one question and one sub-question on the same subject. However, anyone may ask a new question and a new sub-question once all those wishing to ask a question have done so, and so on in turn until the question period expires.
6. Use polite, non-abusive language.

8.5 Only questions will be accepted, and they must be phrased politely, concisely, and directly.

8.6 Speakers shall respect order and decorum (article 12).

8.7 The chairperson of the meeting may refuse any question from a speaker or interrupt the speaker and withdraw the right to speak:

1. If the speaker is in violation of the rules;
2. If the question is of a frivolous or vexatious nature;
3. If the question exceeds the time required;
4. If the question is a personal attack on a member of Council or Municipal staff;
5. Individual file and/or in legal process.

8.8 If a speaker is making a presentation rather than asking a question or making a comment, the Chair of the meeting may intervene and ask the speaker to put the question. Refusal to do so shall be considered a breach of the rules.

8.9 The Chair or any member of Council or the Director general and Clerk-treasurer may answer the question at the meeting or indicate when the question will be answered.

8.10 The maximum time allowed to each speaker is three (3) minutes. Any speaker who, in the judgment of the chairperson of the meeting, clearly abuses the question period, either by the length of the questions and/or the number of questions asked, may be ordered to end his or her intervention and return to his seat.

8.11 The question period may be extended if two members of Council present agree to such extension, at the rate of fifteen (15) minute blocks at a time.

ARTICLE 9 – QUORUM – ABSENCE OF QUORUM

9.1 The mayor or the person chairing the meeting states that quorum is present and the meeting is called to order. A majority of four (4) members of the Municipal Council constitutes quorum.

9.2 In accordance with article 155 of the *Municipal Code*, when a quorum is not present, two members of Council must adjourn the meeting one hour after the lack of quorum has been established. The time of adjournment and the names of Council members present must be recorded in the minutes of the meeting.

In this case, written notice of the adjournment must be given by the Director General and Clerk-Treasurer to the members of Council who were not present at the time of the adjournment. Service of this notice must be recorded at the resumption of the adjourned meeting, in the same manner as notice of a special meeting.

ARTICLE 10 – PRESENTATION OF SUBJECT

10.1 Items for discussion are called in the order listed on the agenda, unless otherwise decided by a majority of Council members then present.

ARTICLE 11 – CHAIRING MEETINGS

11.1 The Mayor, if present, or in his absence the Deputy Mayor, or in the latter's absence, the member chosen by the Council to preside by resolution duly moved and seconded, takes the chair and calls the members to order. Until such time as the Chairman is chosen, the Director General may act as Chairman, without the right to vote (article 158 CM).

11.2 The Chairman is responsible for the smooth running of Council meetings and ensures that each Council member's right to speak is respected.

11.3 The Chairman may ascertain or establish facts and give his opinion on questions of order. He may also take part in debate, propose and second resolutions and give notice of motions.

ARTICLE 12 – ORDER AND DECORUM

12.1 The Mayor or the person chairing the meeting maintains order and decorum during Council meetings. He ensures that the by-law on internal management is applied during meetings. He may order the expulsion from the site of a meeting of any person disturbing the order and proper conduct of the meeting, in particular:

- Using foul, abusive, violent or offensive language or defaming any person.
- Shouting, heckling;
- Making noise;
- Speaking without prior permission;
- Making a vulgar gesture;
- Interrupting someone who is already speaking;
- Initiating debate with the public;
- Not following the procedure mentioned in 8.4;
- By not limiting himself to the subject under discussion;
- Not be under the influence of alcohol or drugs;

12.2 Councillors shall speak from their seats. They shall confine themselves to the subject matter of the debate and avoid personal allusions and insinuations, hurtful words and unparliamentary expressions. They shall maintain respect for other members of Council and to the public. They must also respect the Code of Ethics and Deontology in force.

12.3 If the Chairman is absent during the meeting, the procedure described in article 11.1 applies.

12.4 Any member of the public in attendance must show respect for Council members, municipal officials and members of the public present in the room.

12.5 Any member of the public present at a Council meeting must obey an order from the person presiding over the meeting concerning order and decorum during Council meetings.

ARTICLE 13 - DEBATE PARTICIPATION

13.1 The mayor or chairperson calls the items on the agenda, provides and ensures that the necessary explanations are given. The mayor or committee chairman sets out the proposals submitted, declares the debate closed, calls the vote and proclaims the result.

13.2 Only council members may take part in debates at any Council meeting, and any Council member wishing to speak must raise his or her hand to the Chairman, who then gives the floor to the councillors, respecting the order of requests.

ARTICLE 14 - DIRECTOR GENERAL'S RIGHT TO SPEAK - READING OF THE RESOLUTION

14.1 Any Councillor may at any time during the debate demand the reading of the original proposal or amendment and the President or the Director General and Clerk-Treasurer at the request of the President or the presiding Council member shall so read.

14.2 The Director general and Clerk-Treasurer may, at the request of the Chairman, give his opinion or make any observations or suggestions he deems appropriate with regard to the matters under discussion.

ARTICLE 15 - MUNICIPAL COUNCIL DIVISION

15.1 When the Chairman notes that there is a division within the Council for the adoption of a resolution or its amendments, he must call for a vote on the main resolution or its amendments after allowing each Council member the right to speak.

15.2 The Chairman is entitled to vote at a Council meeting, but is not obliged to do so. The other members of the Council present at the meeting are required, under penalty of the sanctions provided for by the Act, to vote, unless exempted or prevented from doing so by reason of their personal interest in accordance with the AERM (articles 161 and 164 CM and 361 AERM).

15.3 All votes must be taken orally, and upon request, votes are recorded in the Council's minute book. When votes are equally divided, the decision is considered to have been rendered in the negative. A member of the Council may at any time formally register his dissent at the meeting.

15.4 "Without limiting the generality of the foregoing", a member of the Council who is present at the time when a matter is to be considered in which he has a direct or indirect pecuniary interest must disclose the general nature of that interest before deliberations on that matter commence and refrain from participating in those deliberations and from voting or attempting to influence the vote on that matter.

15.5 When the matter is considered at a meeting at which the member is not present, he must disclose the general nature of his interest at the first subsequent meeting at which he is present, all in accordance with the AERM.

15.6 All decisions must be taken by a majority of members present, except where the law or a bylaw requires an absolute majority or a majority of elected members, in which case the majority required is a majority of elected members.

15.7 The first paragraph also applies during a meeting of any Council or Committee of which the member is a member within the Municipality or a municipal body.

15.8 If the meeting is not open to the public, the member must, in addition to the obligations imposed by the first paragraph, leave the meeting after disclosing the general nature of his interest, for the duration of the deliberations and vote on the matter.

ARTICLE 16 - RESOLUTIONS AND BY-LAWS

16.1 Draft resolutions and notices of motion to be placed on the Council's agenda shall be submitted in writing to the Director General at least three (3) working days prior to the Council meeting.

16.2 A draft resolution must be submitted to the Director General within the period specified in Article 16.1 in order to be considered by the Council.

16.3 Notwithstanding the provisions of Articles 16.1 and 16.2, the Council may, from time to time, add, in writing, a draft resolution to the agenda upon a vote of the majority of Council members present at a regular meeting.

16.4 A draft resolution, to be discussed and put to the vote, must first be proposed and seconded by a member of the Council.

16.5 The Council may depart from the rule set out in article 16.4 to express its unity and solidarity on a particular subject. In such a case, a resolution containing the following wording is in order and does not require a mover or seconder:

"It is proposed, seconded and unanimously resolved"

16.6 A resolution may, with the consent of the mover and seconder, be withdrawn with the assent of the majority of Council members present.

16.7 A resolution to adjourn or adjourn the meeting is always in order unless:

1. When a board member has the floor.
2. When a resolution is put to the vote.

16.7.1 The Mayor or the person chairing the meeting may request a suspension of the meeting to take a short break or to allow Council members to discuss a subject on the agenda in camera. This suspension must be recorded in the minutes, indicating the time of the pause and resumption, and after the quorum has been established.

16.7.2 Any regular or special meeting may be adjourned by the COUNCIL to another time on the same day or to another day thereafter, without notice of the adjournment being required to be given to members not present, except as provided in section 9.2 herein.

No new business shall be submitted or considered at any adjournment of a special meeting unless all members of the Council are then present and consent thereto.

16.8 A resolution to adjourn the meeting takes precedence over other resolutions and is not subject to debate.

16.9 A resolution to adjourn the meeting to a later date is not subject to debate except with respect to the date of continuation of the meeting.

16.10 When a subject is discussed, no draft resolution will be received unless it is :

1. To amend it.
2. To refer to a Committee.
3. To tabled it.
4. To defer.
5. To postpone.

16.11 Any subject may be reconsidered at the following meeting or at any other Council meeting.

16.12 A resolution to defer or refer to a Committee excludes any discussion of the main resolution and is not subject to debate.

16.13 A resolution of amendment or subamendment may be moved and seconded except in the following cases, namely:

1. If it is foreign to the subject of the resolution.
2. If the amendment is intended to, or has the effect of, changing the type of

resolution.

3. If the amendment has a purpose completely contrary or opposed to that of the resolution.

4. If the adoption of the amendment has the effect of rejecting the main resolution.

16.14 Sub-amendments cannot be amended, and the above rules also apply to sub-amendments.

16.15 When an amendment is made to “delete” and “add”, the paragraph proposed for amendment must be read first as it stands, then the words proposed for deletion and those proposed for substitution, and finally the paragraph as it would read if amended.

16.16 When a request for amendment is made, the Council must first vote on the amendment submitted. If the amendment is adopted, the Council then votes on the original draft as amended. If the amendment is not adopted, the Council votes on the original draft. The rules for voting on the original draft apply to the rules for voting on amendments.

16.17 If one or more amendments are made to a resolution which has not yet been decided, the vote will first be taken on the amendment which has been made and presented last, and if this amendment is rejected, the vote will then be taken on the amendment immediately preceding the last, and finally on the main resolution.

16.18 When the roll is called prior to a division, discussion must cease. The names of those voting on a question are called and entered in the Council's minute book.

ARTICLE 17 - MINUTES

17.1A copy of the minutes of the previous meeting, when ready, shall be made available to each member of Council no later than 72 hours prior to the meeting at which they are to be ratified. The Director General and Clerk-Treasurer shall then be excused from reading the minutes prior to their ratification.

17.2 The minutes shall be signed by the person who presided at the Council meeting. The signing of the minutes by the person presiding over the meeting confirms the agreement of the presiding officer that the contents of the minutes adequately reflect the actions and deliberations of Council at the meeting in question.

If the person presiding over the meeting (only the mayor has the right of veto and must be present) refuses to sign a resolution or by-law, and thus exercises his right of veto, the Director General and Clerk-Treasurer shall resubmit the resolution or by-law concerned to the next meeting of Council. If Council re-approves the said resolution or by-law (absolute majority), then the decision of Council shall be legal and valid as if it had been signed by the person presiding at the meeting with effect from the original date of adoption.

17.3 Any motion for a resolution of Council or the passing of a by-law must be moved by a member of Council and seconded by another member of Council before being debated or voted upon. If there is no debate or if no one requests a vote, the Chair shall declare the motion carried unanimously. (code Morin)

The minutes of the proceedings of the Council shall not record the reasons given by the members of the Council for their vote on any proposal unless a special request is made by a member of Council to have the reasons for the decision recorded in the minutes.

17.4 The minutes of the proceedings of the council shall not record comments or questions (unless requested at the meeting). Only motions shall be recorded, whether in the negative or in the positive, and information concerning the departure, arrival of a member, suspension, adjournment or any other information required by law.

ARTICLE 18 – RECORDING OF MEETINGS

18.1 The Director General and Clerk-Treasurer has the obligation to proceed with the recording of the deliberations of Council for the needs of the Municipality and to make them available to the public as soon as possible after the meeting.

18.2 At the beginning of the meeting, a media representative shall publicly identify himself or herself as a media representative for the purpose of informing the citizens

present.

Only members of Council and officers assisting them and, during question period only, persons asking questions to members of council, may be captured by a photographic, video or television camera or any other image recording device in order to preserve the image rights of other citizens present.

The use of the camera must be done without disturbing the holding and the proper conduct of the meeting.

ARTICLE 19 - INTERPRETATIVE PROVISIONS

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

19.2 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 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 20 – REPEAL AND COMING INTO FORCE

20.1 The present by-law repeals and replaces by-law number 2023-003 and its amendments.

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

Myrian Nadon
Director General and
Clerk-Treasurer

Carole Robert
Mayor

Notice of motion:	November 4, 2024
Adoption of the by-law:	December 2, 2024
Publication (posting):	December 11, 2024
Coming into force:	December 11, 2024

Reference Municipal Code article 143 to 164.1.

2024-191 TO ADOPT BY-LAW NO. 2024-005 - TO REPEAL AND REPLACE BY-LAW NO. 2023-003 RESPECTING THE INTERNAL MANAGEMENT OF COUNCIL MEETINGS

WHEREAS the draft by-law and notice of motion were presented at a regular meeting of the Municipal Council held on November 4, 2024;

WHEREAS the draft by-law was tabled at a regular meeting of the Municipal Council held on November 4, 2024.

**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. Adopts, on the approval of the Office of the Director General, By-law No. 2024-005 to repeal and replace By-law No. 2023-003 respecting the internal management of council meetings.
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, and Mr. Luc Thivierge and Ghyslain Robert.

Voted **AGAINST**: Councillor Mr. Lee Angus.

FOR: 3

AGAINST: 1

Adopted by the majority.

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

BY-LAW 2024-006 ON CONTRACTUAL MANAGEMENT

WHEREAS the Act to amend the Act respecting municipal taxation and other legislative provisions (S.Q. 2023, chapter 33), assented to on December 8, 2023 (Bill 39), and the Act to enact the Act to protect elected municipal officials and promote the unimpeded exercise of their functions and to amend various legislative provisions respecting municipal affairs (S. Q. 2024, chapter 24), assented to on June 6, 2024 (Bill 57), amend certain provisions of the Québec Municipal Code regarding certain measures that may be adopted by municipalities in their contract management by-laws;

WHEREAS it is necessary to amend the present contract management by-law to add the provisions made mandatory by these laws;

WHEREAS that a notice of motion was given on November 18, 2024 and that a draft by-law was also presented at this meeting;

CONSEQUENTLY, 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 – PREAMBLE

The preamble forms an integral part of this by-law.

ARTICLE 2 – PURPOSE OF THE REGULATION

The purpose of this by-law is:

To provide measures for the awarding and management of contracts granted by the Municipality, in accordance with article 938.1.2 of the C.M.

To provide rules for the awarding of contracts involving an expenditure of at least \$25,000, but less than the threshold requiring public tenders under Article 935 of the C.M. (\$121,200 on October 7, 2022).

To assure the taxpayers that the sums spent for the acquisition of goods and services are spent in such a way as to seek the best possible goods or services at the best possible price according to the context of the markets and according to the needs, while respecting the principles of transparency and sound management that they are entitled to expect from their representatives.

ARTICLE 3 – DEFINITIONS

In this by-law, the following words or expressions mean:

Successful bidder: Any bidder having obtained a contract with the municipality by invitation or by call for tenders.

Call for tenders: A call for public or invitational tenders required by articles 935 and following of the M.C. but does not include requests for quotations made when a call for tenders is not required by law or this by-law.

Selection Committee: A group of persons appointed to evaluate the quality of a tender against objective criteria identified by law, by-law or tender documents.

Council: The Municipal Council of the Municipality of the Township of Low
contract by mutual agreement" means a written agreement outlining the terms and conditions between the municipality and a counterparty for the purchase, lease or sale of property, services or construction from which an obligation of a monetary nature arises and which has not been subject to a written or public invitation to tender.

Employee: 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.

Local Supplier: A supplier, insurer or contractor having its head office, place of business, subsidiary or property within the Municipality.

Regional supplier: Supplier, insurer or contractor having its head office, an establishment or a subsidiary on the territory of the MRC de la Vallée-de-la-Gatineau, MRC des Collines-de-l'Outaouais, MRC de Pontiac and then on the territory of the Outaouais, preferred according to proximity..

Tenderer: any person or company that submits an offer during a call for tender's process.

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

ARTICLE 4 – APPLICATION

The application of the present by-law is under the responsibility of the Director General and Clerk-Treasurer of the Municipality. The latter is responsible for the preparation of the report that must be submitted annually to Council concerning the application of the present by-law, in accordance with article 938.1.2 of the *C.M.*

This by-law applies to any contract entered into by the municipality, including a contract that is not referred to in one of the paragraphs of the first subparagraph of paragraph 1 of section 935 or in section 938.0.2 of the *C.M.*

This by-law does not apply to employment contracts.

This by-law applies regardless of who awards the contract, whether it is Council or any person to whom Council has delegated the power to spend and contract on behalf of the Municipality.

It is binding on bidders, suppliers and any other person who, by their actions, seeks to enter into a contract with the Municipality.

ARTICLE 5 – RULES FOR THE AWARDING OF CONTRACTS

The Municipality respects the rules of contracting provided for in the laws that govern it, including the C.M. In particular:

- a) it proceeds with invitations to tender when the law or the by-law adopted under article 938.0.1 of the C.M. imposes such a call for tenders, unless specific provisions to the contrary are provided for in this by-law.
- b) it shall proceed by public tender in all cases where a public tender is required by law or by the by-law adopted pursuant to section 938.0.1 of the M.C.
- c) it may proceed by mutual agreement in any case where it is permitted to do so by law or by this by-law.

Nothing in this by-law shall have the effect of limiting the ability of the Municipality to use any method of competition for the awarding of a contract, whether by public tender, by invitation or by request for quotation, even if it may legally proceed by mutual agreement.

5.1 Type of contracts

5.1.1 Insurance

Price (including taxes)	Method of awarding	Responsible for authorizations
Less than the minimum threshold requiring public tenders	By mutual agreement	Council resolution
Greater than or equal to the minimum threshold for public tendering	According to laws and regulations	Council resolution

If insurance is obtained through a pool, it is not necessary to go through the above process.

5.1.2 Construction, Supply and Service Contract

A **construction contract** is a contract for the construction, reconstruction, renovation, repair or demolition of a building or civil engineering work such as site preparation, excavation, blasting, supply of products and/or materials, rental of equipment and machinery for the purpose of carrying out the work, provided that the work is provided for in the contract and is related to the contract, as well as the installation and repair of fixed equipment for a building or civil engineering work.

Supply contract means a contract for the purchase or rental of movable property, in which charges may be included for the installation, operation and maintenance of the property, as well as any equipment rental contract with a purchase option (lease).

Service contract means a contract for the provision of services in which parts or materials required for such provision may be included.

Price (including taxes)	Method of award	Delegation (Including taxes)	Authorization Authority
Less than the minimum threshold requiring public tendering	By mutual agreement	Less than \$5,000	Coordinator Foreman
		Less than \$10 000	Department Director
		Less than \$25 000	Director General and Assistant Director General
	Written invitation (minimum 2)	\$25,000 or more above the minimum threshold for public tendering	Council Resolution
Greater than or equal to the minimum threshold requiring public tenders	According to the laws and regulations		Council Resolution

Although contracts under \$25,000 may be awarded by mutual agreement, it is still recommended that a minimum of two bids be obtained where possible and where it would be more advantageous to the municipality.

In the case of an urgent situation (which is not an emergency measure decree) requiring an expenditure exceeding the threshold of a request for quotation, the Director General may proceed to award the contract by mutual agreement up to the minimum threshold requiring a call for public tenders.

5.1.3 Exclusive Practice Professional Services

Exclusive Practice Professional Service Contract means a contract for the provision of exclusive practice professional services which, by-law or regulation, may only be rendered by a physician, nurse, dentist, pharmacist, veterinarian, engineer, land surveyor, chartered accountant, lawyer or notary.

Price (including taxes)	Method of award	Delegation (including taxes)	Authorization Authority
Less than the minimum threshold requiring public tendering	By mutual agreement	Less than \$5,000	Coordinator Foreman
		Less than \$10 000	Department Director
		Less than \$25 000	Director General and Assistant Director General
	Written invitation (minimum 2)	\$25,000 or more above the minimum threshold for public tendering	Council Resolution
Greater than or equal to the minimum threshold requiring public tenders	According to the laws and regulations		Council Resolution

Although contracts under \$25,000 may be awarded by mutual agreement, it is still recommended to obtain at least two bids from professionals when possible and when it would be more advantageous for the municipality.

5.2 Other Considerations for OTC Contracts

5.2.1 Purchasing Groups

Notwithstanding section 5.1 and for reasons of sound management and economy, it may be advantageous to join a purchasing group, an RCM, a group of municipalities or a group of organizations to conclude a contract. Any membership of the municipality in a purchasing group must be previously authorized in accordance with the delegation of authority in 5.1.

The purchase of computer equipment will be done through the supplier of the computer equipment service contract on the condition that the supplier offers the public sector prices as defined by the call for tenders of the Government of Quebec.

5.2.2 Mutual agreement contract with a non-profit organization, an association or a cooperative

When the municipality enters into a contract by mutual agreement with a non-profit organization, association or cooperative, subcontracting is prohibited, except on an incidental basis, and the organization undertakes to provide the bulk of the services from its own resources. Unless the contracting rules in section 6.1 are followed.

5.2.3 Local Purchasing

The Municipality wishes to favour local suppliers, Quebec or otherwise Canadian goods and services as well as suppliers, insurers and contractors having a place of business in Quebec secondarily or Canada in third place, and this, within the limits permitted by the C.M.

a) Local supplier

The Municipality may award a contract to a local supplier who may not have provided the lowest price, provided that his offer does not exceed 5% more than the lowest price submitted by another supplier.

If there is no local supplier meeting the criteria of the preceding paragraph, the Municipality may award a contract to a regional supplier who has not necessarily provided the lowest price, provided that his offer does not exceed 5% more than the lowest price submitted by another supplier.

b) Purchases that promote economic and social development

The Municipality may award a contract to a supplier who is a Quebec social economy enterprise according to the principles of section 3 of the Social Economy Act (RLRQ, c. E-1.1.1) and who has not necessarily provided the lowest price, provided that his offer does not exceed 5% more than the lowest price submitted by another supplier.

c) Purchases of Quebec or Canadian goods and services

Whenever possible and in the interest of the Municipality, Quebec or otherwise Canadian goods and services, as well as businesses with an establishment in Quebec or elsewhere in Canada, are preferred to any other competitor when awarding a contract by mutual agreement or when sending out a written invitation to tender when the amount of the expenditure is below the threshold determined by the Minister requiring that a public call for tenders be made.

In the case of mutual agreement contracts, the Municipality will give priority to requesting quotations from these companies over any other competitor, when such requests are justified. In the event of a tie in price, quality of service or, more generally, any offer that is comparable in its essential elements between a Québec company and a Canadian company, the Municipality favours awarding the contract to the Québec company.

For contracts awarded following a written invitation to tender, if it is not possible or not in the best interest of the Municipality to limit itself to these persons, the Municipality will review its requirements to determine whether a new formulation can be used to favour them prior to sending out invitations to tender. If, despite this review of the requirement, it remains necessary or in the interests of the Municipality to include persons who do not meet the objective of the first paragraph, the Municipality may revise its contracting strategy to consider awarding the contract by mutual agreement, where permitted.

When circumstances do not allow or justify favoring such companies, the Municipality may conclude a contract with another competitor.

5.2.4 Right not to award the contract

In the event that the proposed price deviates significantly from the Municipality's estimate or if the bids submitted are unreasonable, disproportionate or obviously too low, the Municipality reserves the right not to award the contract.

5.2.5 Withdrawal of a Bid after Opening

In the context of a written request for quotation as well as an invitational or public call for tenders, the Municipality considers that a tender constitutes a commitment that must be respected by the tenderer. The Municipality considers that it has no advantage to allow the withdrawal of a tender once it has been opened. For these reasons, the Municipality does not allow, in its tender documents, the withdrawal of a tender by a bidder after the opening.

5.2.6 Method of awarding

When awarding a contract, one of the following methods of award shall apply:

Best Quality:

Award of the contract to the bidder offering the highest final score following a quality evaluation. The quality criteria are established in advance in the bid documents and disclosed to the invited suppliers.

Or

Lowest Price:

Awarding the contract on the basis of the lowest price. For this purpose, the municipality may provide that the lowest bid price be determined by taking into account the total acquisition cost, which is based on quantifiable and measurable elements identified prior to the solicitation of bids. The total acquisition cost shall include any additional costs not included in the bid price that would be incurred by the Municipality over the useful life of the goods or services acquired, including installation, maintenance, support and training costs, as well as the costs of any other item deemed relevant to the need to be filled.

ARTICLE 6 - MEASURES TO PROMOTE THE ROTATION OF POTENTIAL CO-CONTRACTORS WHEN AWARDING CONTRACTS BY MUTUAL AGREEMENT INVOLVING AN EXPENDITURE OF AT LEAST \$25,000, BUT LESS THAN THE THRESHOLD REQUIRING A PUBLIC CALL FOR TENDERS (MEASURE 7)

When awarding private contracts involving an expenditure of at least \$25,000, but less than the threshold requiring a public call for tenders, the Municipality must aim to involve as many businesses as possible from among those able to meet its needs by encouraging rotation among potential co-contractors, when possible.

Rotation should not, however, be at the expense of sound management of public expenditures.

Rotation may be carried out, among other things, according to the following principles:

- The degree of expertise required.
- The quality of the work, service, materials already provided or delivered to the Municipality.
- The time frame for execution/delivery
- The quality of the goods, services or work required
- The geographical location of the supplier in relation to the goods, services or work to be performed (less travel)
- Preparation of a list of suppliers according to the category of contract
- Call for interest from potential suppliers
- Any other criteria deemed relevant

Unless there are special circumstances, the person responsible for managing the contract fills out, as far as possible, the analysis form found in *appendix 6*.

When the Municipality uses the measure set out in article 5.2.3 of the present by-law, it shall rotate co-contractors when awarding contracts by mutual agreement or inviting bids, if this is possible and in the Municipality's interest. This rotation must be carried out according to the same criteria as those already developed for the rotation of suppliers who are awarded mutual agreement contracts above the monetary threshold of \$25,000 under the provisions of the present contract management by-law, with the necessary adaptations.

ARTICLE 7 - MEASURES TO PROMOTE COMPLIANCE WITH APPLICABLE LAWS AGAINST BID-RIGGING (MEASURE 1)

7.1 Mandatory reporting of collusion, rigging, influence peddling, intimidation and corruption

Any member of Council or civil servant to whom a situation of collusion, rigging, influence peddling, intimidation and corruption is brought to his or her attention, or if he or she witnesses such a situation, must report it to the person responsible for applying this by-law or, if the situation in question concerns this person, to the Assistant Director General of the Municipality.

7.2 Confidentiality and Discretion

Members of Council and employees of the Municipality must, within the framework of any call for tenders or awarding of a contract, even before or after the said process, exercise discretion and maintain, as far as possible, the confidentiality of information known to them concerning such a process.

They must therefore refrain at all times from disclosing the names of potential or actual bidders until the said bids have been opened.

Obligation of confidentiality of agents and consultants charged with drafting documents or assisting the Municipality in the call for tender's process.

Where applicable, any agent or consultant retained by the Municipality to draft tender documents or to assist the Municipality in such a process must, to the extent possible, maintain the confidentiality of his or her mandate, of any work carried out within the framework of this mandate and of any information brought to his or her knowledge within the framework of its execution.

To this end, any agent or consultant must, before undertaking his or her mandate, complete, sign and submit to the Municipality the confidentiality agreement provided for in Schedule 1 of this by-law

ARTICLE 8 - MEASURES TO ENSURE COMPLIANCE WITH THE LOBBYING TRANSPARENCY AND ETHICS ACT AND THE CODE OF CONDUCT FOR LOBBYISTS (MEASURE 2)

8.1 Retention of information relating to an influential communication

Council members and public servants must keep, as the case may be, in paper or electronic form, all documents, such as agendas, e-mails, telephone reports, letters, minutes of meetings, presentation documents, offers of services, faxes, etc., relating to any influential communication made by the Council. relating to any communication of influence made by a person to them, whether or not this communication was made in compliance with the *Lobbying Transparency and Ethics Act* (RLRQ, c. T-11.011), the *Code of Conduct for Lobbyists* (RLRQ, c. T-11.011,r.2) or the notices of the Lobbyists Commissioner.

8.2 Declaration regarding lobbying activities carried out with the Municipality

Every tenderer must attach to his tender a declaration solemnly stating that neither he nor any of his collaborators, representatives or employees has engaged in any communication of influence for the purpose of obtaining the contract in contravention of the *Lobbying Transparency and Ethics Act* or, if such a communication of influence has taken place, that it has been made after any registration has been made in the Lobbyists Registry when required under the Act. This declaration shall be made on the form set out in Schedule 2.

ARTICLE 9 - MEASURES TO PREVENT INTIMIDATION, INFLUENCE PEDDLING OR CORRUPTION (MEASURE 3)

9.1 Declaration of absence of collusion and attempt to influence a selection committee

Every bidder must attach to its bid a declaration (Appendix 2) in which it states that, to its knowledge and following serious verification, neither it, nor any employee, officer, director or shareholder of its company has attempted to communicate with a member of the selection committee, if any, with a view to influencing it or obtaining information relating to the call for tenders.

The Bidder must also declare that it has prepared its bid without collusion and without having communicated or made any agreement or arrangement with any competitor.

The Tenderer must also declare that there has been no agreement or arrangement with a competitor with respect to prices, methods, factors or formulas for establishing prices, the decision to submit a Tender or not to submit a Tender, the submission of a Tender that does not meet the specifications of the Invitation to Tender, directly or indirectly, prior to the earlier of the time of the official opening of the Tenders or the award of the contract.

9.2 Advantages to a civil servant, officer, member of the council, selection committee

It is strictly forbidden for a bidder, a supplier or a buyer to make offers, donations, payments, gifts, remuneration or any other advantage to an official, member of Council or the selection committee, except as provided for in the various codes of ethics of the Municipality.

ARTICLE 10 - MEASURES TO PREVENT CONFLICT OF INTEREST (MEASURE 4)

10.1 Declaration of Interest by City Officials

Within days following the opening of bids or the awarding of a contract, municipal employees associated with the conduct and preparation of a bidding process or the awarding of a contract must complete and provide a declaration (*appendix 3*) to declare family ties, business ties and pecuniary interests, if any, with bidders who have submitted bids on the awarding of a contract that they have had to prepare or manage.

10.2 Declaration of interest of the Tenderer

When submitting a bid, a bidder must make a statutory declaration (*appendix 2*) indicating whether he/she personally, or through his/her directors, shareholders or officers, has any family, financial or other ties likely to create an appearance of conflict of interest, whether directly or indirectly, with members of Council or officials of the Municipality.

10.3 Relationship to a Bidder

The existence of a link between a bidder and a member of Council, an official of the Municipality does not result in the automatic rejection of the bid. The Municipality reserves the right to take any measure permitted by the Act, if it deems that the conflict of interest is of such intensity as to warrant awarding the contract to another bidder.

ARTICLE 11 - MEASURES TO PREVENT OTHER SITUATIONS THAT MAY COMPROMISE THE IMPARTIALITY AND OBJECTIVITY OF THE BID SOLICITATION PROCESS AND THE MANAGEMENT OF THE RESULTING CONTRACT (MEASURE 5)

11.1 Loyalty

Any member of Council, official of the Municipality must refrain at all times from using his or her functions to favour the awarding of a contract to a particular bidder.

11.2 Selection of Invited Bidders

The Municipal Council delegates to the Director General and to the directors of the various departments the authority to select the invited bidders within the framework of an invitation to tender. This is to allow persons with the best knowledge of the need to participate in the selection of bidders.

11.3 Delegation of Authority to Appoint Selection Committee Members to Analyze Bids

In order to maintain the confidentiality of the identity of the members of the selection committee, Municipal Council delegates to the Director General or Assistant Director General the authority to appoint any member of the selection committee responsible for analyzing the tenders in the context of a call for tenders using criteria other than price alone, in accordance with the prescribed process.

11.4 Appointment of a Secretary

In order to assist and supervise, when required, the work of the members of a selection committee responsible for analyzing certain tenders, an employee of the Municipality shall act as secretary to the selection committee. The secretaries of the selection committees shall be appointed by the Director General or the Assistant Director General.

11.5 Statutory Declaration by Committee Members and Secretary

The members and the secretary of a selection committee must, before the committee meets, complete and provide a declaration (*appendix 4 or 5*). This declaration provides, among other things, that the committee members will judge the bids submitted by the bidders without bias, favour or ethical consideration and that they will proceed with an individual analysis of the quality of each compliant bid received, prior to the evaluation by the selection committee.

The committee members and the committee secretary shall also affirm that they will not, under any circumstances, disclose the mandate entrusted to them by the Municipality, that they will maintain the secrecy of the deliberations, that they will take all appropriate precautions to avoid placing themselves in a potential conflict of interest situation and that they will not have any direct or indirect interest, pecuniary or not, real or apparent, in the call for tenders. If they fail to do so, they formally undertake to declare their interest and to terminate their mandate.

11.6 Transmission of information to bidders

A person responsible for information to bidders, whose function is to provide administrative and technical information concerning the current call for tenders to potential bidders, is designated for each call for tenders. Any questions or comments regarding the bidding process or the subject matter of the contract being solicited must be addressed in writing only to the designated Bidder Information Officer, whose contact information appears in the bidding documents, or in the absence of the Bidder Information Officer, to the designated alternate.

This person must be an employee of the Municipality and not be appointed as a member of the selection committee for the evaluation of tenders, if applicable.

In addition to providing administrative and technical information, the person in charge is the only one who can issue addendums within the framework of the call for tender's process for which he is designated or in the absence of his designated replacement. He must ensure that he provides and gives access to bidders to impartial, uniform, equal information and eliminate any favouritism and ensure that free competition has been preserved throughout the process.

11.7 Site Visit

The Municipality wishes to limit site visits to projects that are of a scope that cannot be accurately described in the tender documents. These visits will only be conducted by appointment with the tender document holders. These visits will be conducted on an individual basis.

The person in charge of information to bidders is the person designated to supervise the visits. He may mandate the person he wishes to accompany the visitors when he deems it appropriate. In this case, the person mandated must sign a declaration to the effect that he/she recognizes that he/she cannot communicate any information or comments to the visitors and that he/she undertakes to respect the confidentiality of the identity of these visitors.

Visitors are invited to communicate their questions and comments to the Information Officer. The Information Officer will issue a response addendum to communicate the relevant information to all potential bidders.

ARTICLE 12 - MEASURES TO CONTROL THE MAKING OF ANY DECISION THAT HAS THE EFFECT OF AUTHORIZING THE AMENDMENT OF A CONTRACT (MEASURE 6)

The Municipality may not amend a contract awarded following a call for tenders, except in the case where the amendment constitutes an accessory to the contract and does not change its nature.

For any request to amend a contract for an amount greater than the delegation authorized under the delegation of powers by-law in effect, the person responsible for the project must present a written request indicating the reasons justifying the amendment and submit it to the Director General and the Director of the department involved, if applicable. They shall make a recommendation to Municipal Council as appropriate. A resolution of Council is required when the cumulative number of changes exceeds the delegated authority.

ARTICLE 13 - PERFORMANCE EVALUATION

The Municipality may provide in its tender documents that it reserves the right to conduct a performance evaluation of the successful bidder following the completion of the subject matter of the contract. The person identified in the tender documents as the responsible party is automatically designated to conduct the performance evaluation.

The successful tenderer may, at his or her discretion, provide comments to the Chief Administrative Officer following receipt of a performance evaluation under this by-law and report the comments and recommendation to the members of Council.

An unsatisfactory performance evaluation may result in the Municipality refusing any tender from a contractor or supplier who, during the two (2) years preceding the date of the opening of tenders, has been the subject of an unsatisfactory performance evaluation.

ARTICLE 14 - WHISTLEBLOWING

Any member of Council, civil servant of the Municipality, as well as any other person working for the Municipality, involved in the preparation of contractual documents or in the awarding of contracts, must denounce, as soon as possible, the existence of any derogation to the measures set out in articles 7 to 13 of the present by-law, either by a legal person, company or enterprise likely to conclude a contract with the Municipality. A member of Council makes this denunciation to the Director General and Clerk-Treasurer, the Director General and Clerk-Treasurer to the Mayor, the civil servants and any other person working for the Municipality. When the denunciation directly or indirectly involves the Mayor or the Director General and Clerk-Treasurer, the denunciation is made to the one who is not involved. If both are involved, the denunciation shall be made to the Acting Mayor, or another member of Council not involved. The person receiving the report shall treat it with diligence and take appropriate action based on the nature of the situation reported.

ARTICLE 15 - SANCTIONS

15.1 Sanctions for the civil servant

The obligations imposed by this by-law are an integral part of any employment contract between the Municipality and a civil servant. Any contravention of the present by-law is therefore subject to disciplinary sanctions modulated according to the principle of the gradation of sanctions and according to the seriousness of the contravention committed by the civil servant. A contravention of this by-law by an employee may result in suspension without pay, dismissal, discharge or termination of contract.

15.2 Sanctions for Contractor, Agent, Consultant or Supplier

Any contractor, agent, consultant, supplier or purchaser who contravenes this by-law or the content of a declaration signed by him/her in application of this by-law may have his/her contract unilaterally terminated and be removed from the list of suppliers of the Municipality constituted for the granting of contracts by mutual agreement or by invitation, for a possible period of five (5) years.

15.3 Sanctions for the Tenderer

Any tenderer who, directly or indirectly, contravenes the obligations imposed on him by the present by-law or the content of a declaration signed by him in application of the present by-law may have his tender rejected if the breach reproached is of a serious nature, unilaterally terminate the contract already awarded and have his name removed from the list of suppliers of the Municipality, constituted for the awarding of contracts by mutual agreement or by invitation, and this, for a possible period of five (5) years.

15.4 Penalties

No person shall contravene or permit the contravention of any provision of this by-law.

Any person who knowingly contravenes or permits the contravention of Sections 7 to 13 of this by-law is guilty of an offence and is liable to a fine in the amount of \$5,000 to \$30,000 in the case of an individual and \$15,000 to \$100,000 in the case of a corporation, regardless of any other action that may be taken by Municipal Council.

In the case of a repeat offence, the minimum and maximum fines shall be doubled.

In all cases, court and out-of-court costs shall be added to the fine in accordance with applicable legislation.

If the offence is continuous, this continuity constitutes, day by day, a separate offence and the fine enacted for this offence may be imposed for each day that the offence lasts.

ARTICLE 16 - INFORMATION DOCUMENT

The Municipality shall publish, on its website, the information document relating to contract management attached in Annex 8, so as to inform the population and potential contractors of the measures taken by the Municipality within the framework of the present by-law.

ARTICLE 17 - ENACTMENT AND REPLACEMENT

This by-law repeals and replaces by-law number 2023-005.

ARTICLE 18 - INTERPRETATIVE PROVISIONS

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

18.2 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 19 - COMING INTO FORCE

This by-law shall come into force on the day after completion of the formalities required by law.

Myrian Nadon
Director General and
Clerk-Treasurer

Carole Robert
Mayor

Notice of motion:
Adoption of the bylaw:
Publication (posting):
Coming into force:

November 18, 2024
December 2, 2024
December 11, 2024
December 11, 2024

**APPENDIX I
CONFIDENTIALITY UNDERTAKING BY SERVICE PROVIDERS AND/OR CONSULTANTS**

Title of the tender:...
Bid Number:...

(Hereinafter referred to as "SUPPLIER" or "CONSULTANT")

PREAMBLE

WHEREAS, in accordance with the Municipal Code of Quebec and the contract management by-law adopted by municipal council resolution number 2023-041 on March 6, 2023, the Municipality of the Township of Low must, within the framework of the development, awarding process and management of the contracts it grants or concludes, keep certain information confidential;

WHEREAS, as of, 2023, a service contract has been entered into between the Municipality of the Township of Low and the SUPPLIER or CONSULTANT for the purpose of drafting tender documents and assisting the Municipality of the Township of Low in this process or other type of mandate;

WHEREAS, in the course of its contract performed on behalf of the Municipality of the Township of Low, the SUPPLIER or CONSULTANT may have access to, become aware of, use and create various items of information of a confidential nature and for which the Municipality is required by law to maintain confidentiality.

WHEREAS the Municipality of the Township of Low agrees to disclose various items of information of a confidential nature to the SUPPLIER or CONSULTANT, and the SUPPLIER or CONSULTANT agrees to have access, knowledge, use and create various items of information of a confidential nature, in accordance with the terms and conditions set forth in this Undertaking (hereinafter referred to as "this Undertaking")

WHEREAS PROVIDER or CONSULTANT desires to confirm its undertaking in writing.

AS A RESULT OF THE FOREGOING, SUPPLIER OR CONSULTANT AGREES AS FOLLOWS:

1. Preamble

The preamble is an integral part of this Undertaking.

2. Subject Matter

2.1 Disclosure of Confidential Information

When required by the requirements of the awarded contract, but always at its sole discretion, the Municipality of the Township of Low agrees to disclose to the PROVIDER or CONSULTANT various items of information of a confidential nature that are proprietary to the Municipality of the Township of Low or inherent to the awarded contract or entrusted to it in the course of a tendering process (hereinafter collectively referred to as "the Confidential Information" or "Confidential Information" in accordance with the terms and conditions set out in this Commitment.

2.2 Treatment of Confidential Information

Being likely to have access to, become aware of, use and create various items of Confidential Information in the course of its contract with the Municipality of the Township of Low, the PROVIDER or CONSULTANT agrees to treat such Confidential Information in accordance with the terms and conditions set forth in this Commitment.

3. Consideration

3.1 Duty of confidentiality

For good and valuable consideration, including but not limited to the continuation of its contract, the payment of remuneration arising out of the performance of its contract, and other benefits that may arise from such contract, the SUPPLIER or CONSULTANT covenants and agrees with the Municipality of the Township of Low to:

- a) Keep secret and not disclose any confidential information.
- b) Take and implement all appropriate measures to maintain the secrecy of the confidential information.
- c) Not to disclose, communicate, transmit exploit, use or otherwise make use, for its own benefit or for the benefit of others, of the Confidential Information, in whole or in part, other than in accordance with this Undertaking and for the purposes set out herein.
- and -
- d) Comply with each and every applicable provision of this Commitment.

3.2 Duration of Confidentiality Obligation

SUPPLIER's or CONSULTANT's obligation of confidentiality shall remain in effect:

- a) For the duration of the contract awarded by the Township of Low;
- b) For an unlimited period following the end of the contract awarded by the Municipality of the Township of Low, with respect to any confidential information relating to the mandate awarded or the tendering process or any other information required to be protected and not disclosed by the Municipality of the Township of Low under the laws applicable to the Municipality of the Township of Low in this regard as well as under its Contract Management By-law.

3.3 Return of Confidential Information

Upon completion of the contract awarded, the SUPPLIER or CONSULTANT agrees and undertakes to the Municipality of the Township of Low to:

- a) Deliver upon request to the Municipality of the Township of Low, at the Municipality of the Township of Low's Town Hall or at such other place as may be designated by an authorized representative of the Municipality of the Township of Low, all confidential information in its possession; and
- b) In this context, not to retain any reproduction (copy, photocopy, draft, summary or otherwise), in whole or in part, in any medium whatsoever, of all or any part of the confidential information unless such information is to be preserved in accordance with a law, standard or code of ethics to be followed by the PROVIDER OR CONSULTANT.

4. Penalties for Failure to Comply with this Agreement

If the SUPPLIER or CONSULTANT fails to comply with one or more of the provisions of this Undertaking, in whole or in part, it shall be subject to one or more of the following sanctions, in addition to those provided by law and without prejudice to any other rights or remedies of the Municipality of the Township of Low:

- a) Cancellation of access rights to the Confidential Information covered by this Undertaking and the equipment containing the Confidential Information.
- b) Termination of the contract with the Municipality of the Township of Low.
- c) Removal of the name of the SUPPLIER or CONSULTANT from the Municipality of the Township of Low's list of suppliers.
- d) Imposition of a monetary penalty as provided for in Section 15.4 of this by-law shall be payable from the time the Municipality of the Township of Low becomes aware of the breach of this Undertaking.

5. Effective Date of Agreement

This Undertaking shall become effective upon the conclusion of the contract for the preparation of the tender documents and/or assistance to the Municipality of the Township of Low in this process between the Municipality of the Township of Low and the SUPPLIER or CONSULTANT.

In the event that such date is subsequent to the execution of this undertaking, this undertaking shall become effective upon execution.

Signed at _____ on this _____ 202__.

CONTRACTOR or CONSULTANT

Name

Signature

APPENDIX 2

BIDDER'S DECLARATION

Tender title:...

Tender Number:...

I, the undersigned, in submitting the attached tender or offer (hereinafter called the "Tender") to the Municipality of the Township of Low (hereinafter called the "Municipality")

For _____

(name and tender number)

Declares the following and certifies that these statements are true and complete in all respects.

I declare on behalf of _____ that:
(name of bidder hereinafter referred to as the "bidder")

- 1) I have read and understand the contents of this declaration.
- 2) I am aware that the attached bid may be disqualified if the statements contained in this declaration are not true or complete in all respects.
- 3) I am aware that the contract, if awarded to me, may be terminated if the statements contained in this declaration are not true or complete in all respects.
- 4) I am authorized by the Bidder to sign this Declaration and to submit the attached Bid on its behalf.
- 5) All persons whose names appear on the attached bid have been authorized by the bidder to set the terms and conditions therein and to sign the bid on its behalf.
- 6) For purposes of this statement and the attached bid, I understand that the word "competitor" means any organization or person, other than this bidder:
 - a) Who has been invited by the RFP to submit a bid.
 - b) Who could potentially submit a Bid as a result of the Invitation to Tender on the basis of their qualifications, skills or experience.
- 7) Bidder declares the statements that apply (check only the appropriate boxes):
 - (a) that I have prepared this bid without collusion and without having communicated or made any agreement or arrangement with any competitor
 - (b) that I have prepared this bid after having communicated or entered into an agreement or arrangement with one or more competitors and disclose in the attached document all details relating thereto including the names of the competitors and the reasons for such communications, agreements or arrangements;
- 8) Without limiting the generality of the foregoing in Section 7 (a) or (b), I represent that there has been no communication, agreement or arrangement with any competitor with respect to:
 - (a) prices;
 - (b) the methods, factors or formulas for establishing prices; or
 - (c) the decision whether or not to submit a bid.
 - (d) the submission of a bid that does not meet the specifications of the tender.
 - (e) except as specifically disclosed in accordance with Section 7 (b) above.

9) In addition, there has been no communication, agreement or arrangement with any competitor with respect to the details of the quality, quantity, specifications or delivery of the goods or services covered by this tender, except as specifically authorized by the Municipality or specifically disclosed in accordance with Section 7 (b) above.

10) The terms and conditions of the attached tender have not been and will not be intentionally disclosed by the tenderer, directly or indirectly, to any competitor prior to the earlier of the time of the official opening of tenders or the award of the contract, unless required to do so by law or required to be disclosed in accordance with Section 7 (b).

11) I declare that, to the best of my knowledge and after due diligence, no attempt to influence, influence or unduly pressure or obtain information relating to a call for tenders from the selection committee has been made at any time by me, any of the Tenderer's employees, officers, directors, partners or shareholders in the event that such committee is responsible for studying our tender.

12) The bidder declares (check the appropriate box):

(a) no lobbying activities have been conducted by or on behalf of the Respondent.

I declare that I have not engaged in and no one has engaged in lobbying activities on behalf of the Respondent, whether as an enterprise lobbyist, consultant lobbyist or organization lobbyist, within the meaning of the *Lobbying Transparency and Ethics Act* (R.S.Q., c. T 11 011) and the notices issued by the Lobbyists Commissioner, with respect to the process preceding this Request for Proposal.

(b) Lobbying activities have been carried out by or on behalf of the bidder.

I declare that lobbying activities within the meaning of the *Lobbying Transparency and Ethics Act* (R.S.Q., c. T -11 011) and the notices issued by the Lobbyists Commissioner have been carried out by the Respondent or on its behalf with respect to the process preceding this public call for tenders and that they have been carried out in compliance with this Act, these notices and the Code of Conduct for Lobbyists.

13) I declare (check the appropriate box for your situation):

(a) I personally, nor any of the directors, shareholders, partners or officers of the Respondent, have any family, financial, business or other relationship that could create the appearance of a conflict of interest, directly or indirectly, with any member(s) of Council, officer(s) of the Municipality;

(b) that I personally, or through the Bidder's directors, shareholders, partners or officers, have any family, financial or other relationship that could create the appearance of a conflict of interest, directly or indirectly, with any of the following council members, officer(s) of the municipality.

Full name

Position

Signature

Date

Witness

APPENDIX 3

DECLARATION OF INTEREST OF A PUBLIC SERVANT

I have family ties, pecuniary interests or business ties with the following legal persons, companies or businesses that are suppliers or bidders to the Municipality in the call for tender's process or the awarding of a contract:

(Insert tender number and title):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Employee's first and last name

Signature of employee

Date

APPENDIX 4

STATEMENT BY SELECTION COMMITTEE MEMBER

Title of tender :
Bid Number:

I, the undersigned, _____ member of the selection committee duly appointed by the Director general, the Assistant Director general or the Finance Department of the Municipality of the Township of Low to proceed with the qualitative evaluation of the bids in the above-mentioned call for tenders (hereinafter "the call for tenders");

Declare the following and certify that these statements are true and complete in all respects.

- 1) I undertake, in the exercise of the office entrusted to me, to judge the bids submitted by the bidders without bias, favor or consideration, according to the ethics;
- 2) I also undertake to conduct an individual quality analysis of each compliant bid received, prior to evaluation by the selection committee.
- 3) I undertake not to divulge in any way the mandate entrusted to me by the Municipality of the Township of Low and to maintain the secrecy of the deliberations of the committee.
- 4) I declare that I will take all appropriate precautions to avoid placing myself in a situation of real or potential conflict of interest and that I have no direct or indirect interest in the call for tenders, failing which, I formally undertake to declare my interest and to terminate my mandate.

I have read and understand the contents of this declaration.

First and last name of committee member

Signature of committee member

Date

APPENDIX 5

STATEMENT BY THE COMMITTEE SECRETARY

Title of tender: ...

Tender number: ...

I, the undersigned, _____ secretary of the selection committee duly appointed to this position by the Director General, the Assistant Director General or the Finance Department of the Municipality of the Township of Low in order to assist, as defined in the Municipality's Contract Management By-law the selection committee in the exercise of its duties under the Quebec Municipal Code and the Municipality's Contract Management By-law in the qualitative evaluation of bids in the above-mentioned call for tenders (hereinafter the "call for tenders"):

Declares the following and certifies that these statements are true and complete in all respects.

- 1) I undertake not to divulge in any way the mandate entrusted to me by the Municipality and to maintain the secrecy of the deliberations made in committee.
- 2) I declare that I will take all appropriate precautions to avoid placing myself in a situation of real or potential conflict of interest and that I have no direct or indirect interest in the call for tenders, failing which, I formally undertake to denounce my interest immediately and to terminate my mandate.
- 3) I have reiterated to the members of this selection committee the importance of declaring any real or potential conflict of interest situation and they have all answered that they are not in such a situation.

I have read and understand the contents of this declaration.

Secretary's first and last name

Signature of Secretary

Date

**APPENDIX 6
ANALYSIS FORM FOR THE CHOICE OF PROCUREMENT METHOD**

Needs of the Municipality			
Purpose of the contract			
Specific objectives (desired savings,quality, environment,etc.)			
Estimated value of expenditure (including renewal options)		Duration of contract	
Target market			
Target region		Number of known firms	
Is participation by all known firms desirable		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not justify			
Estimated cost of preparing a bid			
Other relevant information			
Procurement method selected			
OTC	<input type="checkbox"/>	Invited bidding	<input type="checkbox"/>
Request for quotation	<input type="checkbox"/>	Open public bidding	<input type="checkbox"/>
Regional public bidding	<input type="checkbox"/>		
In the case of a direct contract, have the measures in the Contract Management Regulations to encourage rotation been considered?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what measures were involved?			
If not, what is the reason rotation is not considered?			
Signature of person responsible			
First name, last name		Signature	Date

APPENDIX 7 - PERFORMANCE EVALUATION

IDENTIFICATION OF THE MUNICIPALITY DIRECTOR	
Name of director and department:	
Adress :	
Telephone :	Fax :
Email	
Name of person responsible for the contract:	
IDENTIFICATION OF CONTRACTOR OR SUPPLIER	
Name :	
Adress :	
Telephone :	Fax :
Email :	
Name of person in charge :	
CONTRACT IDENTIFICATION	
Contract number :	
Project summary description :	
Industry :	
Professional services : <input type="checkbox"/>	Construction work : <input type="checkbox"/>
Services of a technical nature: <input type="checkbox"/>	Procurement : <input type="checkbox"/>
Contract start date :	Expected contract end date :
PERFORMANCE EVALUATION	
SUGGESTED CRITERIA	JUSTIFICATION (detail reason)
Unsatisfactory performance with respect to:	
Delivery conditions	
Quality of human and /or physical resources	
Quality of communications and collaboration	
Timeliness of delivery	
Quality of services rendered or compliance of the property	
Compliance with the obligations and requirements of the specification	
Any other criteria deemed relevant	
Overall rating : <input type="checkbox"/>	Satisfactory : <input type="checkbox"/> Unsatisfactory : <input type="checkbox"/>
Action taken to correct identified problem:	
Comments on evaluation (if applicable):	
Name and title of person who completed the evaluation:	
Signature :	Date :
Name and title of the director of the department	

Signature :	Date :
CONTRACTOR/VENDOR REPRESENTATIVE	
Comments (within 30 days of receipt of performance evaluation)	
I acknowledge that I have read the evaluation made on the contractor or vendor for whom I am the representative	
Representative of the contractor or supplier:	
Signature	Date
CONFIRMATION OF UNSATISFACTORY PERFORMANCE REPORT	
comments received from contractor or vendor:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date received :	
Comments (if any) :	
Name of director general and secretary-treasurer	
Signature :	Date
Municipal resolution number :	Date

APPENDIX 8

BACKGROUND

The Municipality has adopted By-law 2024-006 on contract management which provides for measures to

- Promote compliance with applicable laws aimed at combating bid-rigging.
- Ensure compliance with the Lobbying Transparency and Ethics Act (R.S.Q., c. T-11.011) and the Code of Conduct for Lobbyists (R.S.Q., c. T-11.011, r. 2).
- Prevent acts of intimidation, influence peddling or corruption.
- Prevent situations of conflict of interest.
- Prevent any other situation likely to compromise the impartiality and objectivity of the request for estimate or tender process and the management of the resulting contract.
- To oversee the making of any decision that has the effect of authorizing the amendment of any contract.
- To promote, to the extent possible and in accordance with the criteria and principles set out in the by-law, the rotation of potential contractors with respect to contracts involving an expenditure of at least \$25,000, but less than the threshold decreed by the Minister, and which may be entered into by mutual agreement by the Municipality pursuant to the by-law.

This by-law can be consulted by clicking on the link below:
<https://www.lowquebec.ca/en/municipality/municipal-life/by-laws/>.

Any person who intends to enter into a contract with the Municipality is invited to read the Contract Management By-law and to contact the Director General and Clerk-Treasurer if they have any questions in this regard.

In addition, any person who has information concerning the non-respect of any of the measures contained therein is invited to inform the Director General and Clerk-Treasurer or the Mayor. If necessary, the latter will take the appropriate measures or forward the complaint and documentation to the competent authorities.

**2024-192 TO ADOPT BY-LAW NO. 2024-006 -
TO REPEAL AND REPLACE BY-LAW
NO. 2023-005 ON CONTRACTUAL
MANAGEMENT**

WHEREAS the draft by-law and notice of motion were presented at an extraordinary meeting of the Municipal Council held on November 18, 2024;

WHEREAS the draft by-law was tabled at an extraordinary meeting of the Municipal Council held on November 18, 2024.

**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. Adopts, on the approval of the Office of the Director General, By-law No. 2024-006 to repeal and replace By-law No. 2023-005 on contractual management.
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.

**2024-193 TO ACCEPT THE RESIGNATION OF MRS.
VICKY TREMBLAY-REGIMBAL AS
COORDINATOR - FINANCES AND
ADMINISTRATION**

WHEREAS Mrs. Vicky Tremblay-Regimbal has submitted her letter of resignation dated November 27, 2024 to the Director General and Clerk-Treasurer, effective December 6, 2024.

**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.
2. Accepts, upon the approval of the General direction, the resignation of Mrs. Vicky Tremblay-Regimbal as Coordinator - Finances and Administration, effective December 6, 2024.
3. Thanks Mrs. Vicky Tremblay-Regimbal for the work she has accomplished for the Municipality since being hired.
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.
5. Authorizes the General direction office to take the necessary steps for the replacement.

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

Adopted unanimously.

**2024-194 TO GRANT A SUBSIDY TO THE TABLE DE
DÉVELOPPEMENT SOCIAL DE LA
VALLÉE-DE-LA-GATINEAU (TDSVG) -
DECREE AN EXPENDITURE OF \$ 300**

WHEREAS the Municipality of the Township of Low wishes to support citizens in vulnerable situations by supporting the Table de développement social de la Vallée de la Gatineau (TDSVG), which, in collaboration with Au goût du jour, is responsible for managing the collective Christmas basket project for the entire MRC de la Vallée-de-la-Gatineau;

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Grants in the amount of \$ 300 to Table de développement social de la Vallée-de-la-Gatineau (TDSVG) to manage the Christmas baskets collectif project for the whole MRC de la Vallée-de-la-Gatineau.
3. Decree an expense in the amount of \$ 300 to Table de développement social de la Vallée-de-la-Gatineau (TDSVG).
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 02-701-90-970.

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

Adopted unanimously.

PUBLIC SAFETY

2024-195 TO REQUEST TO THE TOWN OF MANIWAKI - REIMBURSEMENT FOR BREATHING AIR COMPRESSOR

WHEREAS the Municipality of the Township of Low adopted, at a regular meeting of its Municipal Council held on September 21, 2021, resolution number 206-09-2021, for the purpose of supporting the request of the Association des Chefs pompiers de la Vallée-de-la-Gatineau (ACPVG) to the MRC de la Vallée-de-la-Gatineau to commit to the purchase, installation and maintenance of a compressor in Maniwaki and to make it supra-local equipment, and the resolution bearing number 207-09-2021, for the purposes of the MRC de la Vallée-de-la-Gatineau transferring ownership and management of the compressor to the ACPVG;

WHEREAS the new procedure put in place on February 21, 2024 by the town of Maniwaki concerning the use of the air compressor;

WHEREAS the Municipality of the Township of Low adopted, at a regular meeting of its Municipal Council held on July 2, 2024, resolution number 2024-103, for the purpose of mandating the MRC de la Vallée de la Gatineau to carry out the necessary work for the purpose of planning the launch of a call for tenders for the acquisition of two breathing air stations (compressors), as well as preparing the intermunicipal agreements with all the Municipalities concerned, and this, for the life of this equipment;

WHEREAS the Municipality of the Township of Low contributed financially to the acquisition of the air compressor in Maniwaki.

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Requests that the town of Maniwaki reimburse the MRC de la Vallée-de-la-Gatineau's share of its contribution to the purchase of the air compressor transferred to the town of Maniwaki in the amount of \$5,844.
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.

2024-196 TO HIRE MR. NICHOLAS TILGNER - PART-TIME FIREFIGHTER - FIRE STATION NO. 16

WHEREAS there are currently vacant positions in the Fire Safety Department;

WHEREAS the Fire Department has received the candidacy of Mr. Nicholas Tilgner, that the Fire Department Director, Mr. Michel Lemieux, has proceeded with the staffing of the position and recommends the hiring of Mr. Nicholas Tilgner as a part-time firefighter at fire hall no. 16.

**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.
2. Hire, upon the recommendation of the Director of the Fire Safety Service and the approval of the Director General, Mr. Nicholas Tilgner, as a part-time firefighter at fire station no. 16, effective December 3, 2024.
3. Mentions that Mr. Tilgner has a probation period of 18 months beginning December 3, 2024 and ending June 2, 2026.
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.

**2024-197 TO SUPPORT THE FÉDÉRATION QUÉBÉCOISE
DES MUNICIPALITÉS (FQM) - BILLING TO
MUNICIPALITIES SERVED BY SÛRETÉ DU
QUÉBEC SERVICES**

WHEREAS Municipalities served by the Sûreté du Québec have just received their bills for 2025;

WHEREAS the average increase announced was 6.47%, but the increases for several municipalities were much higher, even considerable;

WHEREAS the 2025 bill marks the end of the transitional period leading to a 50-50 split of the bill for Sûreté du Québec services between the government and municipalities. A period characterized by the establishment of an increase ceiling of 7% and a floor of 2%;

WHEREAS when the new formula was negotiated in 2019, the Ministry of Public Security assured its municipal partners that increases would be around 3% a year once the transitional period was over, and that this formula would protect the municipal world from increases of the kind announced for 2025;

WHEREAS the inflation rate is now less than 2%;

WHEREAS recent media coverage has focused on the management of police overtime in the regions, which is putting considerable pressure on the overall cost of the Sûreté du Québec service billed to municipalities;

WHEREAS the legitimate questions raised by several elected officials concerning the real impact of the number of unfilled police positions and the significant use of overtime, whereas an effective police service requires stability and a long-term, developed community presence;

WHEREAS the indiscriminate increase in Sûreté du Québec costs and their impact on municipal bills;

WHEREAS the municipal world is not involved in determining the working conditions of police officers and the management of the Sûreté du Québec;

WHEREAS the total amount billed to municipalities for 2025 is over \$444.8 million, a considerable amount that should give municipalities a say in the management of these services.

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Supports the Fédération québécoise des municipalités (FQM) in its efforts to ask the Minister of Public Security, Mr. François Bonnardel, to mandate an external firm to analyze the management of the Sûreté du Québec, following the example of the approach taken with municipal transport companies, which identified possible solutions to save several hundred million dollars, and to maintain a ceiling and a floor for bill increases in both the permanent and transitional formulas until the analysis has identified ways to control the uncontrolled rise in the cost of Sûreté du Québec services.
3. Transmits a copy of this resolution to the Minister of Public Security, Mr. François Bonnardel, to the member for the constituency of Gatineau, Mr. Robert Bussière, to the Director General of the Sûreté du Québec, Ms. Johanne Beausoleil, and to the President of the Fédération québécoise des municipalités (FQM), Mr. Jacques Demers.
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.

2024-198 TO REQUEST THE CONTRIBUTION OF THE MUNICIPALITIES OF DENHOLM, KAZABAZUA AND LAC-STE-MARIE - ACQUISITION OF A BREATHING AIR COMPRESSOR TO MEET THE NEEDS OF FIRE DEPARTMENTS IN THE SOUTHERN PART OF THE MRC DE LA VALLÉE-DE-LA-GATINEAU TERRITORY

WHEREAS the Municipality of the Township of Low adopted, at a regular meeting of its Municipal Council held on July 2, 2024, resolution number 2024-103, for the purpose of mandating the MRC de la Vallée-de-la-Gatineau (MRCVG) to carry out the necessary work to plan the launch of a call for tenders for the acquisition of two breathing air stations (compressors), and to prepare intermunicipal agreements with all the municipalities concerned, as well as with the Municipality of Grand-Remous and the Municipality of Kazabazua, where the compressors will be installed, for the life of the equipment;

WHEREAS the deadlock encountered by MRCVG in the file;

WHEREAS the urgency of acquiring such equipment to reduce the need to travel long distances to obtain breathing air;

WHEREAS the Municipality of the Township of Low cannot acquire such equipment on its own and that, to this end, the Municipal Council deems it advisable to ask the municipalities of Denholm, Kazabazua and Lac-Ste-Marie to join forces with the Municipality of the Township of Low for the acquisition of a breathing air compressor to serve their respective territories.

PROPOSED AND SUPPORTED UNANIMOUSLY

FOR THESE REASONS, this Council:

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

2. Requests the contribution of the Municipalities of Denholm, Kazabazua and Lac-Ste-Marie for the acquisition of a breathing air compressor to serve their respective territories.
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

N/A

ENVIRONMENTAL HYGIENE

N/A

URBAN PLANNING

N/A

RECREATION, CULTURE AND COMMUNICATION

2024-199 TO AUTHORIZE SIGNATURE - RENTAL AGREEMENT WITH THE LOW, VENOSTA AND BRENNAN'S HILL RECREATION ASSOCIATION INC.

WHEREAS the Low, Venosta and Brennan's Hill Recreation Association Inc. is the owner of the Heritage Hall building, located at 4C, chemin d'Amour, Low (Québec) J0X 2C0;

WHEREAS the Municipality of the Township of Low organizes and holds monthly and extraordinary meetings of the Municipal Council and assembles a large audience for events of great public interest such as municipal elections;

WHEREAS the Municipality uses the Heritage Hall as a venue for community gatherings;

WHEREAS work carried out by the association to maintain the building;

WHEREAS the parties wish to agree among themselves the terms and conditions for the use of the building;

WHEREAS the members of the municipal council meeting in plenary committee on November 25, 2024, deem it advisable to authorize the signing of said lease agreement protocol.

**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. Authorizes, on the recommendation of the Office of the Director General, Mayor Carole Robert and Mrs. Myrian Nadon, Director General and Clerk-Treasurer, to sign for and in the name of the Municipality of the Township of Low, the rental agreement between the Municipality of the Township of Low and Low, Venosta and Brennan's Hill Recreation Association Inc. concerning the use of the Heritage Hall, located at 4C, chemin d'Amour, Low, (Québec), J0X 2C0, for a term of one (1) year and will be reviewed by both PARTIES once a 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.

2024-200 TO HOST DIGITAL TRAINING SESSIONS FOR SENIORS OFFERED BY THE TABLE DE DÉVELOPPEMENT SOCIAL DE LA VALLÉE DE LA GATINEAU (TDSVG) - LOW LIBRARY

WHEREAS the Municipality of the Township of Low recognizes the need for its senior citizens to bridge the digital gap;

WHEREAS the Municipality recognizes that group training also helps to break down isolation;

WHEREAS that following acceptance of the subsidies requested by the Table de développement social Vallée-de-la-Gatineau, the Municipality wishes to actively participate in the project;

WHEREAS the Municipality has identified the municipal library as the place of choice for proximity to senior citizens.

**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. Identifies Low's library as a prime location to offer free digital training courses offered by the Table de développement social de la Vallée-de-la-Gatineau (TDSVG).
3. Accepts that its municipal library be identified as a place where seniors can receive support in the use of technology, and undertakes to ensure the proper maintenance and longevity of the computer equipment made available and to give priority to access to this equipment for seniors.
4. Undertakes to respect the copyrights of the Table de développement social de la Vallée-de-la-Gatineau for any educational materials provided, and to ensure that appropriate acknowledgement is given to the TDSVG and other relevant contributors when required or when the opportunity arises.
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.

2024-201 TO SUPPORT THE MRC DE LA VALLÉE-DE-LA-GATINEAU - REQUEST FOR REVIEW OF THE DISTRIBUTION OF CONTRIBUTIONS FOR CULTURAL DEVELOPMENT AGREEMENTS FOR DEVITALIZED MRCS

WHEREAS cultural development agreements (CDAs) provide an opportunity for the Ministry and regional municipalities to pool their knowledge of the territory and align their cultural and communications activities, and that the goal is to support the development and cultural vitality of territories within the framework of a cooperative and flexible partnership, for the benefit of citizens, with a view to sustainable development;

WHEREAS the cultural development agreement is a tool adapted to the realities and needs that regional county municipalities, as local governments, are in a position to identify, and that it constitutes a lever for the development and consolidation of cultural actions to which partners from various horizons are invited to contribute;

WHEREAS the guiding principles of the agreement are;

- A shared understanding of the issues and challenges facing the region;
- To promote initiatives that are exclusive and complementary to other intervention tools;
- To aim for structuring and innovative actions that promote the development and consolidation of cultural vitality, while respecting local and regional priorities;
- Allow for modulation of approaches from one territory to another;
- Be part of a process of accountability and results-based management, tailored to local realities.

WHEREAS to have access to this type of partnership agreement, devitalized MRCs must make a financial contribution of 40% for a 60% contribution from the ministry;

WHEREAS this high level of contribution represents a significant financial burden on budgets, jeopardizing the cultural development of devitalized areas;

WHEREAS this financial burden considerably limits the deployment and creation of new initiatives in devitalized MRCs;

WHEREAS the recommendation of the leisure and culture committee held on October 10, 2024.

PROPOSED AND SUPPORTED UNANIMOUSLY

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 ask the Ministère de la Culture et des Communications to review the distribution of financial contributions for devitalized MRCs, with the aim of enabling the deployment and creation of concrete cultural development on their territory.
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.

**2024-202 TO SUPPORT THE MRC DE LA
VALLÉE-DE-LA-GATINEAU - REQUEST FOR
MEETING AND DIRECT GRANT FOR URGENT
FOREST INDUSTRY SUPPORT - GATINEAU
VALLEY FORESTRY CRISIS
CELL**

WHEREAS the indefinite closure and complete shutdown of the Resolu Forest Products plant in Maniwaki, threatening the economic vitality of the region and affecting over a hundred jobs;

WHEREAS the strategic importance of the forest industry to the economy of the Vallée-de-la-Gatineau and Quebec as a whole;

WHEREAS the urgency of obtaining clear commitments from the Quebec government for the long-term safeguarding of the forest industry and direct support for affected workers;

WHEREAS the need for immediate measures to revive forestry operations and stabilize employment in the region.

PROPOSED AND SUPPORTED UNANIMOUSLY

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 request an official meeting with representatives of the Quebec government, including Premier François Legault, the Minister of Natural Resources and Forestry, Maïté Blanchette-Vézina, the Minister responsible for the Outaouais region, Mathieu Lacombe, and the Member of the National Assembly for Gatineau, Robert Bussière, and to request a direct grant from the Bureau de mise en marché des bois in order to :
 - Access a volume of 75,000 m³ of hardwood in the Vallée-de-la-Gatineau (harmonized sector available ready for harvesting), enabling forestry operations to resume as early as mid-November;
 - Facilitate the supply of wood to two mills interested in this fiber (subject to the conclusion of agreements);
 - Obtain acceptance into the Programme exceptionnel d'écoulement des bois feuillus de faible qualité des régions de l'Outaouais et des Laurentides (PEEOL), with a request for \$3 million from the program to offset wood transportation costs.
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.

2024-203 TO SUPPORT THE MRC DE LA VALLÉE-DE-LA-GATINEAU - CREATION OF AN EMERGENCY FUND TO SUPPORT SELF-EMPLOYED WORKERS OF THE COOPERATIVE DE SOLIDARITE DES ENTREPRENEURS EN TRANSPORT FORESTIER DE LA GATINEAU (CSEG) - GATINEAU VALLEY FORESTRY CRISIS CELL

WHEREAS the forest industry is a major pillar of the Vallée-de-la-Gatineau's economy and history;

WHEREAS the announcement of the indefinite closure and complete shutdown of the Resolu Forest Products plant in Maniwaki, jeopardizing more than a hundred direct and indirect jobs in the region;

WHEREAS the creation of a new forestry industry crisis cell, established by the MRC de la Vallée-de-la-Gatineau and the Maniwaki and Gatineau Valley Chamber of Commerce (MGVCC) on October 9, 2024, to respond to this situation;

WHEREAS the urgent need to support the more than sixty self-employed workers of the Coopérative de solidarité des entrepreneurs en transport forestier de la Gatineau (CSEG), who are directly affected by this closure;

WHEREAS a request for support for the creation of an \$800,000 start-up fund to help the CSEG diversify its activities and develop a new clientele beyond the MRC, thus enabling a rapid resumption of forestry operations and the preservation of skilled jobs;

WHEREAS the MRC de la Vallée-de-la-Gatineau may authorize special funding of \$250,000, through the Local investment fund (LIF) for \$100,000 and the Local solidarity fund (LSF) for \$150,000;

WHEREAS these funds will provide the necessary working capital for the project, while also serving as leverage to attract other sources of financing (bank loan, grant, equity or other).

PROPOSED AND SUPPORTED UNANIMOUSLY

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 request the implementation of a temporary emergency assistance program for self-employed workers of the Coopérative de solidarité des entrepreneurs en transport forestier de la Gatineau (CSEG).
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.

2024-204 TO SUPPORT THE MRC DE LA VALLÉE-DE-LA-GATINEAU - CREATION OF AN EMERGENCY FUND OF \$2.5M TO SUPPORT SELF-EMPLOYED WORKERS OF THE COOPERATIVE DE SOLIDARITE DES ENTREPRENEURS EN TRANSPORT FORESTIER DE LA GATINEAU (CSEG) - GATINEAU VALLEY FORESTRY CRISIS CELL

WHEREAS the forest industry is a major pillar of the Vallée-de-la-Gatineau's economy and history;

WHEREAS the announcement of the indefinite closure of the Resolu Forest Products (now Domtar) plant in Maniwaki, jeopardizing more than a hundred direct and indirect jobs;

WHEREAS on October 9, the MRC de la Vallée-de-la-Gatineau and the Chambre de commerce de Maniwaki et de la Vallée-de-la-Gatineau (CCMVG) set up a forestry crisis unit to deal with this critical situation;

WHEREAS the urgent need to support the more than sixty self-employed workers of the Coopérative de solidarité des entrepreneurs en transport forestier de la Gatineau (CSEG), who are directly affected by this closure;

WHEREAS the situation has been brought to the attention of provincial elected officials and the government, with repeated recommendations for over five years;

WHEREAS the MRC wishes to protect its forest ecosystem and support its entrepreneurs from December 2024 to June 2025;

WHEREAS the urgent need to support nearly 50 CSEG businesses and self-employed workers, severely affected by this closure, by December 20, 2024;

WHEREAS the request for a \$2.5 million emergency fund to support CSEG entrepreneurs, who are not eligible for employment insurance, and to stabilize the local economy;

WHEREAS remaining funds of \$290,000 from the Quebec government's Programme d'Aide d'urgence aux PME (PAUPME), which could be mobilized to meet the urgent needs of the regional forestry community;

WHEREAS the Council of Ministers meets weekly to take executive decisions.

PROPOSED AND SUPPORTED UNANIMOUSLY

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 request the creation of a temporary \$2.5 million emergency assistance program for self-employed entrepreneurs in the Coopérative de solidarité des entrepreneurs en transport forestier de la Gatineau (CSEG), to support them in times of crisis and ensure a rapid resumption of forestry activities when the time is right, and to authorize the redirection of remaining funds from the PAUPME "Forest Fire" to an assistance program adapted to the current reality of the forestry sector, in order to maximize the impact of available resources and avoid the administrative delays associated with creating new funding.
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.

**2024-205 TO SUPPORT THE MUNICIPALITY OF BLUE SEA -
ORLO ROAD- REINFORCEMENT OF ROAD SIGNS -
REQUEST FROM THE MUNICIPALITY OF THE
TOWNSHIP OF LOW - ADD FLASHING LIGHTS
WHERE THE VÉLOROUTE DES DRAVEURS
CROSSES ROUTE 105**

WHEREAS Orlo Road in the Municipality of Blue Sea is under the jurisdiction of the Ministry of Transport and Sustainable Mobility of Quebec;

WHEREAS Route 105 is under the jurisdiction of the Ministry of Transport and Sustainable Mobility of Quebec;

WHEREAS the Véloroute des Draveurs falls under the jurisdiction of the MRC de la Vallée-de-la-Gatineau;

WHEREAS the addition of a double 8" flashing 'SMART' sign will help avoid incidents in the critical zone, such as the change of speed zones in the 'Orlo' sector and the Véloroute des Draveurs user crossing zone;

WHEREAS the addition of yellow Slum-20 flashing lights at every point where the Véloroute des Draveurs crosses Route 105 would increase visibility of the crossings for automobilists;

WHEREAS LED (high-intensity) bulbs capture drivers' attention and ensure sign visibility, thus improving road safety;

WHEREAS Statistics from the SAAQ and Transport Canada show that improvements in road signage can significantly reduce speed-related incidents and contribute to safer streets.

**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. Supports the Municipality of Blue Sea in its request to the MRC de la Vallée de la Gatineau to make the necessary representations to the Ministry of Transport and Sustainable Mobility of Quebec for the reinforcement of signage in the Orlo Road sector at the Véloroute des Draveurs crossing.
3. Asks the MRC de la Vallée-de-la-Gatineau to include in its request to the Ministry of Transport and Sustainable Mobility of Quebec durable the addition of flashing yellow lights at every point where the Véloroute des Draveurs crosses Route 105 on the Municipality of the Township of Low territory.
4. Transmits a copy of this resolution to the Municipality of Blue Sea and to the MRC de la Vallée-de-la-Gatineau.

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.

**2024-206 TO SUPPORT THE MUNICIPALITY OF OGDEN -
REQUEST FOR REVIEW OF MINISTRY OF THE
ENVIRONMENT, THE FIGHT AGAINST CLIMATE
CHANGE - GUIDELINES FOR THE
RECLAMATION OF CONTAMINATED SOILS**

WHEREAS in accordance with the Guidelines for the recovery of contaminated soils from the Ministère de l'Environnement, de la lutte contre les changements climatiques, de la Faune et des Parcs (MELCCFP) published in December 2023, the management options for soils with natural levels of metals and metalloids exceeding the applicable criteria have been clarified;

WHEREAS the Guidelines for the Reclamation of Contaminated Soil replace the guidelines in the Intervention guide - Soil protection and rehabilitation of contaminated land, and that an update of the latter, taking into account the new Guidelines for the Reclamation of Contaminated Soil, is expected at a later date;

WHEREAS Section 4.1 of the Guidelines for the Reclamation of Contaminated Soils specifies that Tables 2, 3 and 4 apply equally to anthropogenic contamination and to the natural concentration of a metal or metalloid in the soil. Thus, soils with natural background levels in the A-B or B-C ranges may be reclaimed on or off the original site as anthropogenic A-B or B-C contaminated soils. If it is established, using the procedure described in the Guidelines for the Assessment of Natural Background Levels in Soil, that the natural concentration of, for example, a metal or metalloid in the soil exceeds the use criteria applicable to the site where the soil is to be reclaimed, then reclamation will only be possible on the site of origin;

WHEREAS whether the concentrations, according to MELCCFP criteria, are of natural or anthropogenic origin, the Ministry considers that the soils must now be managed as contaminated soils, despite all the contradictions this implies for the municipalities, which must assume exorbitant costs in order to dispose of these soils of natural origin, said to be contaminated, at sites authorized by the Ministry;

WHEREAS this directive therefore leads to the emission of large quantities of greenhouse gases through the unnecessary transport of natural soils, as the number of authorized sites is limited and they are often far from construction sites;

WHEREAS the tax burden on municipalities continues to grow;

WHEREAS local municipalities are subject to MELCCFP decisions;

WHEREAS the criteria set out in the MELCCFP's Guidelines for the Reclamation of Contaminated Soil are unreasonable and do not take into account either the materials that occur naturally in soils in different regions or the needs and financial capacities of municipalities.

**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. Supports the Municipality of Ogden in its efforts to formally request from the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs, a revision of the Guidelines for the recovery of contaminated soils, a modification of the criteria of the Intervention guide - Soil protection and rehabilitation of contaminated land and to make the Guidelines for the assessment

of natural background levels in soils more flexible, so that the criteria for soils with high concentrations can be assessed differently if they are of natural origin, and to accept as a minimum the generic background criteria for each geological province.

3. Transmits a copy of this resolution to the Municipality of Ogden.
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.

2024-207 **TO GRANT A SUBSIDY TO BE AND BECOME
- TO DECREE AN EXPENDITURE OF \$ 500**

WHEREAS the Municipality of the Township of Low wishes to support young Lowites by supporting the organization Be and Become, responsible for programming and activities throughout the year for Low's youth population.

**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. Grants in the amount of \$500 for financial support for the programming and activities of the organization Be and Become.
3. Decree an expense in the amount of \$500 to Be and Become.
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 02-701-90-970.

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

Adopted unanimously.

CORRESPONDENCE, DOCUMENTS AND INFORMATION



Municipalité de Denholm – Service Incendie
419 Ch. du Poisson-Blanc
Denholm (Québec) J8N 9C8

2 décembre 2024,

Service Incendie de Low
4A, chemin d'Amour
Low (Québec) J0X 2C0

Objet : Remerciements pour votre soutien dans le cadre de l'entente intermunicipale

Madame, Monsieur,

Nous souhaitons, par la présente, exprimer notre profonde gratitude à l'ensemble du Service Incendie de Low pour votre soutien et votre collaboration dans le cadre de l'entente intermunicipale qui lie nos deux municipalités.

Grâce à cette entente, nous bénéficions d'une aide précieuse et d'une réactivité exemplaire de votre part lors de situations d'urgence, permettant ainsi de garantir la sécurité de nos citoyens. Votre professionnalisme, votre dévouement et votre efficacité sont des qualités qui contribuent grandement à la tranquillité et à la sécurité de notre communauté.

Nous tenons à souligner l'importance de cette coopération intermunicipale qui, au-delà des interventions sur le terrain, favorise également un esprit de collaboration et de solidarité entre nos municipalités. Votre équipe a su faire preuve de compétence et d'engagement, ce qui nous permet de nous sentir en sécurité, même lors des situations les plus complexes.

Nous vous remercions sincèrement pour l'excellent service que vous apportez, et nous sommes fiers de cette alliance entre nos municipalités. Nous restons convaincus que cette collaboration continuera de se renforcer, pour le bénéfice de nos communautés respectives.

Veuillez agréer, Madame, Monsieur, l'expression de nos salutations distinguées.

Joey Currie

Directeur du service incendie de Denholm
Municipalité de Denholm
419 Ch. Poisson-Blanc, Denholm (Québec) J8N 9C8
Téléphone : (819) 457-2992 Poste 202
directeurincendie@denholm.ca / www.denholm.ca



--- **SECOND QUESTION PERIOD**

The question period begins at 7 :39 p.m. and ends at 7:39 p.m.

**2024-208 TO ACCEPT THE CLOSING OF THE
SESSION**

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

FOR THESE REASONS, this meeting is adjourned at 7:40 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