

**PROVINCE OF QUÉBEC
COUNTY OF GATINEAU**

Minutes of an extraordinary meeting of the Municipal Council of the Municipality of the Township of Low, held on Wednesday, December 18, 2024, at 7:38 p.m., in the Héritage room, located at 4C, chemin d'Amour, Township of Low (Quebec) J0X 2C0, under the Presidency of Mayor Carole Robert.

ALSO PRESENT WERE: Councillors Mrs. Joanne Mayer, Maureen Rice and Maureen McEvoy and Mr. Luc Thivierge, Lee Angus and Ghyslain Robert.

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

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

NOTICE OF MEETING

December 13th, 2024

Madam Mayor
Councillor Mrs.
Councillor Mr.

Carole Robert
Joanne Mayer, Maureen Rice and Maureen McEvoy
Luc Thivierge, Lee Angus and Ghyslain Robert

NOTICE OF MEETING is hereby given by the undersigned, Myrian Nadon, that there will be an extraordinary meeting of the Municipal Council on December 18th, 2024 at 7 p.m. convened by the Director general, during which Council will consider the following topics:

1. Opening of the extraordinary meeting of December 18, 2024
2. Adoption of the agenda
3. Receipt of the notice of meeting
4. 1st Question Period
5. To certify completion of the work – Financial assistance program for municipal buildings – Final rendering of accounts
6. To authorize payment of the invoice – Auditors – Financial assistance program for municipal buildings
7. To certify completion of the work – Local road assistance program, specific improvement projects component by electoral district – PPA-CE-Accountability
8. To certify completion of the work – Local road assistance program, specific improvement projects component large scale or supramunicipal – PPA-ES-Accountability
9. 2nd Question Period
10. Closing and adjournment of the extraordinary meeting of December 18th, 2024

At this extraordinary meeting, to be held on Wednesday, December 18, 2024 at 7:00 p.m. in Heritage Hall, 4C chemin d'Amour, the deliberations of council shall be confined to the above-mentioned subject.

Given at Low this 13th day of December 2024

Myrian Nadon
Director General and Clerk-Treasurer

**2024-215 TO ADOPT THE AGENDA FOR THE
EXTRAORDINARY MEETING OF THE
MUNICIPAL COUNCIL OF
DECEMBER 18, 2024**

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

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

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

Adopted unanimously.

--- **FIRST QUESTION PERIOD**

Questions on the topics on the agenda.

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

**2024-216 TO CERTIFY COMPLETION OF THE WORK - TO
FINANCIAL ASSISTANCE PROGRAM FOR
MUNICIPAL BUILDINGS - FINAL RENDERING OF
ACCOUNTS**

WHEREAS the Municipality of the Township of Low has taken note of the Guide to the Terms and Conditions for Payment of the Government Contribution under the Financial assistance program for Municipal buildings;

WHEREAS the municipality must comply with the terms and conditions of this guide that apply to it in order to receive the government contribution confirmed in a letter from the Minister of Municipal Affairs and Housing;

WHEREAS the Municipality confirms that the work on the Town Hall, the municipal garage, the fire hall and the building at 400, route 105 has been completed in accordance with the specifications of the subsidy program.

**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. Certifies, on the recommendation of the office of the director general, that all work has been carried out in compliance with the terms and conditions of the guide that apply to it.
3. Transmits a final report to the Ministry with the necessary documents via Financial assistance program for municipal buildings' PÉS.
4. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and lerk-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.

**2024-217 TO AUTHORIZE PAYMENT OF THE INVOICE -
AUDITORS- FINANCIAL ASSISTANCE
PROGRAM FOR MUNICIPAL
BUILDINGS**

WHEREAS the awarding of a grant in the amount of \$96,859 under the Financial assistance program for municipal buildings by the Minister of Municipal Affairs and Housing;

WHEREAS Financial assistance program for municipal building's final report requires the municipality to appoint a practising professional to carry out the agreed procedures;

WHEREAS the by-law delegating certain powers to authorize expenditures and enter into contracts allows the Director General and Clerk-Treasurer to authorize expenditures and enter into contracts for current operating, general administration and maintenance needs up to the threshold decreed by the Minister of Municipal Affairs and Housing, per expenditure or per contract;

WHEREAS the Director General and Clerk-Treasurer wishes to have this expense ratified by the municipal council.

**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. Ratify the contract awarded by the Director General and Clerk-Treasurer to the firm Daniel Tétreault, CPA inc. in the amount of \$914.05, taxes included, for professional services rendered in connection with the Financial assistance program for municipal buildings accountability process.
3. Authorize an expense in the amount of \$914.05, taxes included, to the firm Daniel Tétreault, CPA inc.
4. Specify that the offer of service and this resolution constitute the contract between the supplier and the Municipality.
5. Authorizes, hereby, Mrs. Mayor Carole Robert and/or the Director general and Clerk-Treasurer, Mrs. Myrian Nadon, or their replacements, to sign, for and on behalf of the Municipality of the Township of Low, all documents giving effect to this resolution.
6. Funds estimated for this purpose will be taken from financial activities.

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

Adopted unanimously.

2024-218 TO CERTIFY COMPLETION OF THE WORK - LOCAL ROAD ASSISTANCE PROGRAM , SPECIFIC IMPROVEMENT PROJECTS COMPONENT BY ELECTORAL DISTRICT - PPA-CE - ACCOUNTABILITY

WHEREAS the Municipality of the Township of Low has taken note of the terms and conditions of application of the Specific Improvement Projects component of the Local Road Aid Program and undertakes to respect them;

WHEREAS the road network for which a request for financial assistance has been granted is under municipal jurisdiction and is eligible for the Local Road Aid Program;

WHEREAS the work was carried out in the calendar year in which the Minister authorized it;

WHEREAS the work carried out or the inherent costs are eligible under the Local Road Aid Program;

WHEREAS the form V-0321 has been duly completed;

WHEREAS the project report is submitted upon completion of the work or no later than **December 31** of the calendar year in which the project was authorized by the Minister;

WHEREAS payment is conditional on the Minister's acceptance of the project report;

WHEREAS if the reporting is deemed compliant, the Minister makes a payment to the municipalities based on the list of work he has approved, without however exceeding the maximum amount of assistance as set out in the letter of announcement;

WHEREAS other sources of financing for the work have been declared.

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Adopts, on the recommendation of the Director General's office, expenditures in the amount of \$51,849 relating to the improvement work carried out during the first year of the Minister's letter of announcement and the inherent eligible costs mentioned on form V-0321, in accordance with the requirements of the Québec Ministry of Transportation, and acknowledges that failure to comply with these requirements will result in the termination of financial assistance.
3. Transmits a copy of this resolution to the Ministère des Transports et de la Mobilité durable.
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.

**2024-219 TO CERTIFY COMPLETION OF THE WORK -
LOCAL ROAD ASSISTANCE PROGRAM ,
SPECIFIC IMPROVEMENT PROJECTS
COMPONENT BY ELECTORAL DISTRICT -
PPA-ES -
ACCOUNTABILITY**

WHEREAS the Municipality of the Township of Low has taken note of the terms and conditions of application of the Specific Improvement Projects component of the Local Road Aid Program and undertakes to respect them;

WHEREAS the road network for which a request for financial assistance has been granted is under municipal jurisdiction and is eligible for the Local Road Aid Program;

WHEREAS the work must be completed no later than the end of the third calendar year from the date of the Minister's letter of announcement;

WHEREAS the work carried out or the inherent costs are eligible under the Local Road Aid Program;

WHEREAS the form V-0321 has been duly completed;

WHEREAS project reporting must be submitted upon completion of the work, or no later than December 31 from the third calendar year after the date of the Minister's letter of announcement;

WHEREAS payment is conditional on the Minister's acceptance of the project report;

WHEREAS if the reporting is deemed compliant, the Minister makes a payment to the municipalities based on the list of work he has approved, without however exceeding the maximum amount of assistance as set out in the letter of announcement;

WHEREAS financial assistance is allocated over a period of three calendar years, starting from the date of the Minister's letter of announcement;

WHEREAS financial assistance is divided into three annual instalments corresponding to the total of supporting documents received, up to a maximum of :

- 1) 40% of the financial assistance granted, for the first installment;
- 2) 80% of the financial assistance granted, less the first instalment, for the second instalment;
- 3) 100% of the financial assistance granted, less the first two instalments, for the third instalment;

WHEREAS work carried out after the third anniversary of the letter of announcement is not eligible;

WHEREAS other sources of financing for the work have been declared.

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

FOR THESE REASONS, this Council:

1. States that the preamble is an integral part of this resolution.
2. Adopts, on the recommendation of the General Manager's office, expenditures in the amount of \$51,849 relating to the improvement work carried out during the first year of the Minister's letter of announcement and the inherent eligible costs mentioned on form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and acknowledges that in the event of non-compliance with these requirements, the financial assistance will be terminated.
3. Transmits a copy of this resolution to the Ministère des Transports et de la Mobilité durable.
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.

--- **SECOND QUESTION PERIOD**

The question period begins at 7 :44 p.m. and ends at 7:44 p.m.

**2024-220 TO ACCEPT THE CLOSING OF
THE SESSION**

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

FOR THESE REASONS, this meeting is adjourned at 7:44 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