

Minutes of the Regular Sitting of the Council of the Municipality of the Township of Harrington held at Lost River Community Centre (CCLR), 2811, Route 327 this 17<sup>th</sup> day of February, 2025 at 7:00 p.m.

Present and forming quorum under the chairmanship of Mayor Gabrielle Parr, Councillors Chantal Scapino, Julie James, Daniel St-Onge, Richard Francoeur, Robert Dewar and Gerry Clark.

Director General and Clerk-Treasurer Steve Deschênes is present.

### **Agenda**

#### **1. Opening of the sitting**

#### **2. Information from the Mayor**

#### **3. Adoption of agenda**

#### **4. Information from councillors**

#### **5. Question period**

#### **6. Approval of minutes**

6.1 Regular sitting of January 20<sup>th</sup>, 2025

6.2 Special sitting of February 11<sup>th</sup>, 2025

#### **7. Financial and administrative management**

7.1 Tabling of the report on expenses authorized by the general manager and department heads.

7.2 Acceptance of accounts payable and accounts paid for the month of January, 2025

7.3 Tabling of January, 2025 financial report

7.4 Financial assistance - Lake Agnès Association - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.5 Financial assistance - Blue Lake Association - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.6 Financial assistance - Lakeview residents' Association - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.7 Financial assistance - Lac Spectacles Owners Association - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.8 Financial assistance – Fawn Lake Association - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.9 Financial assistance - Bouleaux blancs Association - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.10 Financial assistance - Lake McDonald Owners Association - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.11 Financial assistance - Association of Green Lake South - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.12 Financial assistance - Association Domaine du Sommet de la Vallée - within the framework of by-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads

7.13 Write-off of taxes due for properties owned by the Municipality of the Township of Harrington

7.14 Write-off of taxes due for properties located on the territory of the Municipality of the Township of Harrington

7.15 Awarding of a legal services mandate to Deveau Avocats – Outaouais

7.16 Authorization to submit an application for financial assistance under the Regions and Rurality Fund (FRR) - Section 1

7.17 Submission of an application for financial assistance to the MRC of Argenteuil, as part of the Regions and Rurality Fund (FRR) program - Section 4 for the refurbishment and upgrading of the kitchen and washrooms at the Lost River Community Centre (LRCC)

7.18 Authorization to sign a protocol agreement with the Municipality of Grenville-sur-la-Rouge.

## **8. Notice of motion and by-law**

8.1 Adoption of **BY-LAW NUMBER 366-2024**, decreeing an expense and a loan of \$520,986 for the acquisition of a 10-wheel truck

8.2 Tabling and notice of motion and presentation of **DRAFT BY-LAW NUMBER 368-2025** on contract management

8.3 Tabling and notice of motion and presentation of **DRAFT BY-LAW NUMBER 369-2025** enacting the rules of control, budgetary monitoring and delegation of power

## **9. Public works**

9.1 Authorization to purchase a 10-wheel truck

9.2 Renewal of service agreement with Edilex for public tenders

9.3 Road permit and maintenance agreement with MTQ

## **10. Public safety**

- Fire response summary.

## **11. Urban planning and Environment**

11.1 Summary of permits issued

11.2 Certificate of authorization for tree cutting no. 2024-0201 concerned by PIIA-01 (Site Planning and Architectural Integration Program) for the property located at 469, Chemin du Lac Beaven (Lot 6 577 469) (Roll 2086-99-3021)

11.3 Certificate of authorization no. 2024-0205 for renovation work on the residence concerned by PIIA-02 (site planning and architectural integration program) for the building located at 17, chemin de Mill Pond (registration number 1574-80-1626)

11.4 Certificate of authorization for a logging operation no. 2025-0003 covered by PIIA-02 (site planning and architectural integration plan) for the building located at 66, chemin de la Rivière Rouge (lot 6 210 618) (cadastral reference 1673-27-7297)

**12. Environmental health**

**13. Recreation and culture**

**14. Question period**

**15. Closure of the sitting**

**1. Opening of the sitting**

Mayor Gabrielle Parr welcomes everyone to the sitting. Quorum being established, the mayor declares the regular meeting open at 7:00 p.m. and adds that the recording of the meeting is in progress.

**2. Information from the Mayor**

Mayor Gabrielle Parr informs those present about certain files and activities carried out during the month of January, 2025.

**2025-02-R023**

**3. Adoption of the agenda**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT** the agenda be adopted as proposed.

**ADOPTED UNANIMOUSLY**

**4. Information from councillors**

Councillors provide information on certain files and activities in which they participated during the month of January, 2025.

**5. Question period**

The mayor answers questions from the citizens present at the meeting.

**6. Approval of Minutes**

**2025-02-R024**

**6.1 Ordinary sitting of January 20<sup>th</sup>, 2025**

**NOTING THAT** a copy of the minutes has been given to each member of the municipal council.

**THEREFORE,**

**IT IS MOVED BY:** Councillor Gerry Clark

**AND CARRIED THAT** the minutes of the regular sitting of the Municipal Council held on January 20<sup>th</sup>, 2025 be adopted.

**ADOPTED UNANIMOUSLY**

6.2 Special sitting of February 11<sup>th</sup>, 2025

NOTING THAT a copy of the minutes has been given to each member of the municipal council.

THEREFORE,

IT IS MOVED BY: Councillor Daniel St-Onge

AND CARRIED THAT the minutes of the extraordinary sitting of the Municipal Council held on February 11<sup>th</sup>, 2025 be adopted.

ADOPTED UNANIMOUSLY

7. Financial and administrative management

7.1 Tabling of report on expenses authorized by management and department heads.

Reports of expenditures authorized by Branch and Service Directors for the month of January, 2025 are filed with the Board.

7.2 Acceptance of accounts payable and accounts paid for the month of January, 2025

IT IS MOVED BY: Councillor Gerry Clark

AND CARRIED to approve the accounts and salaries paid for the month of January, 2025 and the accounts payable, as presented below, and to authorize their payment.

**BILLS PAID (CHEQUES ISSUED JANUARY 2025)**

250001	14/01/2025	Services de Cartes Desjardins	643.50
250002	14/01/2025	Hydro-Québec	3397.74
250003	16/01/2025	Yann McGee	1317.34
250004	16/01/2025	Desjardins Sécurité Financière	7851.70
250005	16/01/2025	Bell Mobilité	113.98
250006	16/01/2025	Jonathan Rodger	50.00
250007	16/01/2025	Hydro-Québec	262.71
250008	16/01/2024	Bell Canada	323.91
250009	20/01/2024	Services de Cartes Desjardins	4153.00
250010	20/01/2025	Hydro-Québec	1538.91
250011	20/01/2025	Steve Deschenes	214.01
250012	20/01/2025	Hydro-Québec	1338.68
250013	20/01/2025	Bell Canada	323.87
250014	23/01/2025	Sauvetage Bennie	2000.00
250015	23/01/2025	Northpoint Commercial Finance	779.53
250016	23/01/2025	Forest Lake Association Inc.	4800.00
250017	23/01/2025	PG Solutions Inc.	20694.35
250018	31/01/2025	Municipalité de Boileau	10900.00
250019	31/01/2025	Gilbert P. Miller et Fils Ltée	16564.68
250020	31/01/2025	Bernard Bissonnette Ent. Général	11648.12
250021	31/01/2025	Transport Larivière et Fils	47317.39
250022	31/01/2025	9244-1369 Québec Inc.	22520.84
250023	27/01/2025	Ministre du Revenu Québec	5840.25
250024	29/01/2025	Heather-Anne MacMillan	48.02
250025	29/01/2025	Gabrielle Parr	184.42
250026	29/01/2025	Bell Canada	333.37
250027	31/01/2025	Hydro-Québec	4902.31
250028	31/01/2025	Retraite Québec	528.28
250029	31/01/2025	Mathieu Dessureault	225.00
250030	31/01/2025	Financière Banque Nationale	1369.72
250031	31/01/2025	Canada Post Corporation	11358.32
250032	31/01/2025	FTQ	1305.98
250033	31/01/2025	Desjardins Sécurité Financière	11343.50
250034	31/01/2025	CUPE Local 4852	798.14

**SALARIES PAID  
(CHEQUES ISSUED JANUARY 2025)**

Salaires pour les employés (salary of employees)	60350.88
Salaires pour les élus (salary of elect members)	8804.05
Salaires pour les pompiers (salary of firemen)	1326.97
Receveur Général du Canada	12374.06

**BILLS TO BE PAID (CHEQUES TO BE PAID FEBRUARY 2025)**

250035	18/02/2025	Waste Management	1900.50
250036	18/02/2025	A.D.T.P.B.L.	300.00
250037	18/02/2025	Parent-Labelle Architectes	6492.36
250038	18/02/2025	9284-3838 Québec Inc.	2346.02
250039	18/02/2025	Propane Levac	1404.21
250040	18/02/2025	Urbacom	5923.51
250041	18/02/2025	S.C. Motosport	260.97
250042	18/02/2025	Les Ent.d'Électricité Richard Prévost	94.35
250043	18/02/2025	Féd. Québécoise des Municipales	1924.21
250044	18/02/2025	MRC d'Argenteuil	179729.64
250045	18/02/2025	M. Maurice Entrepreneur Elec. Inc.	109.23
250046	18/02/2025	Sylvie Royer	85.00
250047	18/02/2025	S.T.A.R.	298.94
250048	18/02/2025	Lachute Ford	161.74
250049	18/02/2025	Fonds Information Foncière	42.00
250050	18/02/2025	Équipements Grenville	402.66
250051	18/02/2025	Service d'Entretien Ménager-M.C.	1379.70
250052	18/02/2025	Municipalité d'Huberdeau	819.25
250053	18/02/2025	Juteau Ruel Inc.	87.93
250054	18/02/2025	SHA Pièces et Camion	271.71
250055	18/02/2025	Les Enseignes Barbo Inc.	2854.26
250056	18/02/2025	David Godin	80.48
250057	18/02/2025	Formiciel	2406.83
250058	18/02/2025	Canadian Tire	117.98
250059	18/02/2025	Fosses Septiques Miron	195.46
250060	18/02/2025	Municipalité de Wentworth-Nord	714.13
250061	18/02/2025	Matériaux SMB	12.05
250062	18/02/2025	Mun. de Grenville-sur-la-Rouge	662.20
250063	18/02/2025	Auto Parts Extra	514.52
250064	18/02/2025	H2LAB inc.	341.25
250065	18/02/2025	Service Hydraulique d'Argenteuil	133.93
250066	18/02/2025	Maxiburo	1618.09
250067	18/02/2025	Ville de Brownsburg-Chatham	2001.12
250068	18/02/2025	Service de Recyclage Sterling	310.43
250069	18/02/2025	Jacques Thibault	1402.70
250070	18/02/2025	Énergies Sonic RN S.E.C.	3545.34
			<u>533514.65</u>

I, the undersigned, Director General, certify that the Municipality of the Township of Harrington has the budget credits for the expenses described above.

Steve Deschênes  
Director General and Clerk-  
Treasurer

**ADOPTED UNANIMOUSLY**

**7.3 Tabling of the financial report for January, 2025**

Steve Deschênes, General Manager, Clerk-Treasurer, submits the financial report for the month of January, 2025.

**2025-02-R027**

**7.4 Financial assistance - Lac Agnès Association - within the framework of By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance was submitted by the Lac Agnès Association within the framework of by-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the requests confirms that the request meets the requirements of by-law 306-2024 and submits a favourable recommendation regarding this project.

**CONSIDERING THAT** the Municipal Council of the Township of Harrington has examined this request in its entirety.

**CONSIDERING THAT** the Lac Agnès Association has submitted a project to improve the safety and security of the 2.3 km of private roads under its responsibility for a period of one (1) year, that is, for the year 2024.

**CONSIDERING THAT** all invoices have been submitted to complete the file.

**CONSIDERING THAT** it is the responsibility of the association to determine if a permit is required for the proposed work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED** to authorize the payment of the following amounts to the Lac Agnès Association within the framework of By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of the 2.3 km of private roads under the responsibility of the Association:

**For the year 2024 (invoices submitted) :**

**\$2,300** to improve the safety and security of private roads under the Association's responsibility

**\$1,150** for snow removal

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**2025-02-R028**

**7.5 Financial assistance – Lac Blue Association - within the framework of By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance was submitted by the Lac Bleu Association within the framework of by-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the requests confirms that the request meets the requirements of by-law 306-2024 and submits a favourable recommendation with respect to this project.

**CONSIDERING THAT** the Municipal Council of the Township of Harrington has examined this request in its entirety.

**CONSIDERING THAT** the Lac Bleu Association has presented a project to improve the safety and security of the 4.5 km of private roads under its responsibility over a two-year (2) period, that is, for the years 2024 and 2025.

**CONSIDERING THAT** invoices must be submitted to complete the file.

**CONSIDERING THAT** it is the responsibility of the association to determine if a permit is required for the proposed work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Chantal Scapino

**AND CARRIED** to authorize the payment of the following amounts to the Lac Bleu Association within the framework of By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of the 4.5 km of private roads under the responsibility of the Association:

**For the year 2024 (invoices to be produced):**

**\$2,250 for snow removal**

**For 2025 (invoices to be produced):**

**\$2,250 for snow removal**

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**2025-02-R029**

**7.6 Financial assistance - Lakeview residents association - within the framework of By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance was submitted by the Lakeview Residents Association within the framework of by-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the requests confirms that the request meets the requirements of by-law 306-2024 and submits a favourable recommendation concerning this project.

**CONSIDERING THAT** the Municipal Council of the Township of Harrington has examined this request in its entirety.

**CONSIDERING THAT** the Lakeview Residents' Association has submitted a project to improve the safety and security of the 1.9 km of private roads under its responsibility over a one (1) year period, that is, for the year 2024.

**CONSIDERING THAT** all invoices have been submitted to complete the file.

**CONSIDERING THAT** it is the responsibility of the association to determine if a permit is required for the proposed work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED** to authorize the payment of the following amounts to the Lakeview Residents Association within the framework of By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of the 1.9 km of private roads under the responsibility of the Association:

**For the year 2024 (invoices submitted):**

**\$1,900 to improve the safety and security of private roads under the Association's responsibility.**

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**2025-02-R030**

**7.7 Financial assistance - Lac des Spectacles Owners Association - within the framework of By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance was submitted by the Association des propriétaires du Lac Spectacles within the framework of by-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the requests confirms that the request meets the requirements of by-law 306-2024 and submits a favourable recommendation concerning this project.

**CONSIDERING THAT** the Municipal Council of the Township of Harrington has examined this request in its entirety.

**CONSIDERING THAT** the Lac Spectacles Property Owners Association has submitted a project to improve the safety and security of the 3.4 km of private roads under its responsibility over a one (1) year period, that is, for the year 2024.

**CONSIDERING THAT** all invoices have been submitted to complete the file.

**CONSIDERING THAT** it is the responsibility of the association to determine if a permit is required for the proposed work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED** to authorize payment of the following amounts to the Lac Spectacles Property Owners Association under By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of the 3.4 km of private roads under the Association's responsibility:

**For the year 2024 (invoices submitted):**

**\$3,400** to improve the safety and security of private roads under the Association's responsibility

**\$1,700** for snow removal

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**2025-02-R031**

**7.8 Financial assistance – Fawn Lake Association - within the framework of By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance was submitted by the Fawn Lake Association within the framework of by-law 306-2024 establishing a financial assistance policy for the purpose of improving the



safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the requests confirms that the request meets the requirements of by-law 306-2024 and submits a favourable recommendation concerning this project.

**CONSIDERING THAT** the Municipal Council of the Township of Harrington has examined this request in its entirety.

**CONSIDERING THAT** a request for financial assistance was submitted by the Fawn Lake Association within the framework of by-law 306-2024 establishing a financial assistance policy to improve the safety and security of private roads under its responsibility.

**CONSIDERING THAT** the Fawn Lake Association has submitted a project to improve the safety and security of the 9.5 km of private roads under its responsibility over a one (1) year period, that is, for the year 2024.

**CONSIDERING THAT** all invoices have been submitted to complete the file.

**CONSIDERING THAT** it is the responsibility of the association to determine if a permit is required for the proposed work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Richard Francoeur

**AND CARRIED** to authorize payment of the following amounts to the Fawn Lake Association within the framework of By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of the 9.5 km of private roads under the responsibility of the Association:

**For the year 2024 (invoices submitted) :**

**\$9,500** to improve the safety and security of private roads under the Association's responsibility

**\$4750** for snow removal

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**2025-02-R032**

**7.9 Financial assistance - Bouleaux Blancs Association - within the framework of By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance was submitted by the Bouleaux Blancs Association within the framework of by-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the requests confirms that the request meets the requirements of by-law 306-2024 and submits a favourable recommendation concerning this project.

**CONSIDERING THAT** the Municipal Council of the Township of Harrington has examined this request in its entirety.

**CONSIDERING THAT** the Bouleaux Blancs Association has submitted a project to improve the safety and security of the 2 km of private roads under its responsibility over a three (3) year period, that is, for the years 2024, 2025 and 2026.

**CONSIDERING THAT** all invoices have been submitted to complete the file for the year 2024.

**CONSIDERING THAT** it is the responsibility of the association to determine if a permit is required for the proposed work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED** to authorize payment of the following amounts to the Bouleaux Blancs Association within the framework of By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of the 2 km of private roads under the responsibility of the Association:

**For the year 2024 (invoices submitted) :**

**\$2,000** to improve the safety and security of private roads under the Association's responsibility

**\$1,000** for snow removal

**For the year 2025:**

**\$2,000** to improve the safety and security of private roads under the Association's responsibility

**\$1,000** for snow removal **(invoices to be produced)**

**For 2026:**

**\$2,000** to improve the safety and security of private roads under the Association's responsibility

**\$1,000** for snow removal **(invoices to be produced)**

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**2025-02-R033**

**7.10 Financial assistance – Lake McDonald Owners Association - within the framework of By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance was submitted by the Lake McDonald Owners Association within the framework of by-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the requests confirms that the request meets the requirements of by-law 306-2024 and submits a favourable recommendation concerning this project.

**CONSIDERING THAT** the Municipal Council of the Township of Harrington has examined this request in its entirety.

**CONSIDERING THAT** the Lac McDonald Owners Association has submitted a project to improve the safety and security of the 5.3 km of private roads under its responsibility, over a three (3) year period, that is, for the years 2024, 2025 and 2026.

**CONSIDERING THAT** it is the responsibility of the association to determine if a permit is required for the proposed work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED** to authorize payment of the following amounts to the Lake McDonald Owners Association under By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of the 5.3 km of private roads under the Association's responsibility:

**For the year 2024 (invoices submitted):**

**\$5,300** to improve the safety and security of private roads under the Association's responsibility

**\$2,650** for snow removal

**For the year 2025:**

**\$5,300** to improve the safety and security of private roads under the Association's responsibility (**invoices submitted**)

**\$2,650** for snow removal (**invoices to be submitted**)

**For the year 2026:**

**\$5,300** to improve the safety and security of private roads under the Association's responsibility (**invoices submitted**)

**\$2,650** for snow removal (**invoices to be produced**)

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**2025-02-R034**

**7.11 Financial assistance - Association of Green Lake South - within the framework of By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance has been submitted by the Lac-Green South Association under By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing the applications confirms that the application meets the requirements of regulation 306-2024 and makes a favorable recommendation with regard to this project.

**CONSIDERING THAT** the Council of the Municipality of the Township of Harrington has been able to review the entire application.

**CONSIDERING THAT** the Lac-Green South Association has presented a project to improve the safety and security of the 1.5 km of private roads under its responsibility over a period of one (1) year, i.e. for the year 2024.

**CONSIDERING THAT** all invoices have been submitted to complete the file.

**CONSIDERING THAT** it is the association's responsibility to validate whether a permit is necessary for the planned work.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED** to authorize the payment of the following sums to the Lac-Green South Association under By-law 306-2024 establishing a policy of financial assistance to improve the safety and security of the 1.5 km of private roads under the responsibility of the Association:  
For the year 2024 (invoices submitted):

**\$1,500** to improve the safety and security of private roads under the responsibility of the Association

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

2025-02-R035

**7.12 Financial assistance – Owners Association of Domaine du Sommet de la Vallée - within the framework of By-law 306-2024 establishing a policy of financial assistance for the purpose of improving the safety and security of private roads**

**CONSIDERING THAT** a request for financial assistance has been submitted by the Owners Association of Sommet de la Vallée under By-law 306-2024 establishing a financial assistance policy for the purpose of improving the safety and security of private roads under the responsibility of the Association.

**CONSIDERING THAT** the committee responsible for analyzing applications confirms that the application meets the requirements of By-law 306-2024 and makes a favorable recommendation with regard to this project.

**CONSIDERING THAT** the Council of the Municipality of the Township of Harrington has been able to review the entire application.

**CONSIDERING THAT** the Sommet de la Vallée owners' association has submitted a project to improve the safety and security of the 1.2 km of private roads under its responsibility over a period of one (1) year, i.e. by the year 2024.

**CONSIDERING THAT** all maintenance invoices have been submitted to complete the file and that snow removal invoices will have to be produced.  
**CONSIDERING THAT** it is the association's responsibility to validate whether a permit is necessary for the planned work.

**FOR ALL OF THESE REASONS,**

**IT IS MOVED BY:** Councillor Gerry Clark

**AND CARRIED TO AUTHORIZE** the payment of the following sums to the Sommet de la Vallée Owners' Association under By-law 306-2024 establishing a policy of financial assistance to improve the safety and security of the 1.2 km of private roads under the responsibility of the Association:

**For the year 2024:**

2025-02-R036

**\$1,200** to improve the safety and security of private roads under the responsibility of the Association **(invoices submitted)**

**\$600** for snow removal **(invoices to be produced)**

(G/L Account # 02-190-00-992)

**ADOPTED UNANIMOUSLY**

**7.13 Write-off of taxes due for properties owned by the Municipality of the Township of Harrington**

**CONSIDERING THAT** the municipality is the owner of the properties bearing the roll numbers below.

**CONSIDERING THAT** the amounts due on these municipal tax accounts remain unpaid and have not been written off.

**CONSIDERING THAT** the Municipality wishes to write off the taxes due on these properties, to avoid unnecessary administrative and legal work.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Gerry Clark

**AND CARRIED** to proceed with the write-off of the taxes of the following roll numbers:

Roll #	TOTAL 2024-12-31
1587-33-3791	717.70 \$
1984-39-3026	8 639.02 \$
1984-39-7827	8 411.67 \$
1985-10-1064	67.50 \$
1985-10-4037	1 317.18 \$
1985-81-2633	373.77 \$
2078-77-7398	1 850.16 \$
2183-41-1692	13 252.72 \$
2187-10-9332	7 261.64 \$
2282-25-3818	999.52 \$
2476-64-5466	(358.84) \$
<b>Total</b>	<b>42 532.04 \$</b>

**AND TO AUTHORIZE** the Director General and Clerk-Treasurer to approve the write-off of unpaid taxes on these properties and to exclude them from the property assessment roll for tax purposes.

**ADOPTED UNANIMOUSLY**

2025-02-R037

**7.14 Write-off of taxes due for properties located on the territory of the Municipality of the Township of Harrington**

**CONSIDERING THAT** the amounts owing for municipal taxes for fiscal years 2014 to 2023 for properties with a maximum balance of five dollars (\$5).

**CONSIDERING THAT** the amounts owing on these municipal tax accounts remain unpaid and have not been written off.

**CONSIDERING THAT** the Municipality wishes to write off the taxes owing on these properties, to avoid unnecessary administrative and legal work.

CONSEQUENTLY,

IT IS MOVED BY: Councillor Gerry Clark

AND CARRIED to proceed with the write-off on the following Roll numbers:

Rôle #	TOTAL 2023-12-31
1078-35-3059	3.64 \$
1078-68-6831	3.64 \$
1676-66-4282	3.64 \$
1778-97-6190	2.43 \$
1872-24-8637	3.64 \$
1872-77-6633	3.64 \$
1872-98-9613	3.74 \$
1972-32-5129	3.64 \$
1972-52-7838	3.64 \$
1973-01-1714	3.74 \$
1984-28-7520	2.43 \$
1984-38-6726	2.43 \$
1984-48-3848	2.43 \$
1984-49-5206	2.43 \$
1984-67-1348	2.43 \$
1984-88-8353	2.43 \$
1985-00-8573	2.43 \$
1985-22-9238	2.43 \$
1985-32-9706	2.43 \$
1985-93-2388	2.43 \$
1987-83-2211	2.56 \$
2077-25-6813	3.64 \$
2079-14-3695	2.43 \$
2079-96-8277	2.43 \$
2081-29-6622	2.56 \$
2081-34-3691	2.43 \$
2081-49-6123	2.43 \$
2082-32-4385	2.43 \$
2082-44-6237	2.43 \$
2082-50-2791	2.43 \$
2082-53-9231	2.43 \$
2082-61-2366	2.43 \$
2082-64-5703	2.43 \$
2082-64-9589	2.43 \$
2082-65-8018	2.43 \$
2082-70-1479	2.43 \$
2082-83-4752	2.43 \$
2082-92-0415	2.43 \$
2082-96-8445	2.43 \$
2083-21-2077	2.43 \$
2083-28-7827	2.43 \$
2084-02-3111	2.43 \$
2084-02-5908	2.43 \$
2084-43-0405	2.43 \$
2086-44-5722	2.56 \$
2181-93-3338	2.43 \$
2182-08-8390	2.43 \$
2182-82-7343	2.43 \$
2182-94-8700	2.43 \$
2182-94-9198	2.43 \$
2183-60-3317	2.43 \$
2082-53-9231	2.43 \$
2082-61-2366	2.43 \$
2082-64-5703	2.43 \$
2082-64-9589	2.43 \$
2082-65-8018	2.43 \$
2082-70-1479	1.96 \$
2082-83-4752	2.43 \$
2082-92-0415	2.43 \$
2082-96-8445	2.43 \$
2083-21-2077	2.43 \$
2083-28-7827	2.43 \$

2084-02-3111	2.43 \$
2084-02-5908	2.43 \$
2084-43-0405	2.43 \$
2086-44-5722	3.64 \$
2181-93-3338	3.64 \$
2182-08-8390	3.64 \$
2182-82-7343	3.64 \$
2182-94-8700	2.43 \$
2182-94-9198	2.43 \$
2183-60-3317	2.43 \$
2183-62-5134	2.43 \$
2281-14-6001	3.64 \$
2282-03-2992	3.64 \$
2282-22-1059	3.64 \$
2282-35-1998	2.43 \$
2286-24-9638	3.64 \$
2377-89-3794	3.64 \$
2377-89-9910	3.74 \$
2378-70-9896	3.64 \$
2378-81-4262	3.64 \$
2378-90-9035	3.74 \$
2378-91-4599	2.43 \$
2378-91-7420	2.43 \$
2381-06-4843	2.43 \$
2476-78-5106	2.43 \$
2476-86-3426	2.43 \$
2476-88-9775	2.43 \$
2476-89-2986	2.43 \$
2478-06-2164	2.43 \$
2478-11-3715	2.43 \$
2478-20-4017	2.43 \$
2579-06-7749	2.56 \$
2378-91-7420	3.64 \$
<b>TOTAL</b>	<b>194.45 \$</b>

**AND TO AUTHORIZE** the Director General and Clerk-Treasurer to proceed with the write-off of the unpaid taxes on these properties.

**ADOPTED UNANIMOUSLY**

**2025-02-R038**

**7.15 Awarding of a legal services mandate to Deveau Avocats – Outaouais**

**WHEREAS** in anticipation of its upcoming budget year, the Municipality of the Township of Harrington has accepted the offer of legal services from the firm Deveau Dufour Mottet Avocats - Outaouais to meet its needs in this matter.

**WHEREAS** the offer of services dated January 29, 2025 prepared for this purpose by Deveau Avocats – Outaouais.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Chantal Scapino

**AND CARRIED THAT** the Council retain the offer of legal services submitted by Deveau Dufour Mottet Avocats - Outaouais, which is described as follows:

- **Service offered:** Telephone consultation, unlimited hours.
- **Persons authorized to consult:** All management staff and the building and environment inspector.
- **Duration of contract:** 1 year, from date of adoption of resolution.
- **All-inclusive cost:** \$1,400 per year, plus taxes.
- **For all other mandates requested:** Hourly rate of \$290.

(G/L Account # 02-130-00-412)

**ADOPTED UNANIMOUSLY**

**2025-02-R039**

**7.16 Authorization to submit an application for financial assistance under the Regions and Rurality Fund (FRR) Program - Section 1**

**CONSIDERING THAT** the Municipality has a major project to give the population access to the Rouge River.

**CONSIDERING THAT** in February 2024, the Municipality was offered the sale of residual land bordering the banks of the Rouge River by Hydro-Québec.

**CONSIDERING THAT** the Municipality is currently in negotiations with Hydro-Québec for the acquisition of certain residual lands.

**CONSIDERING THAT** the Municipality would like to acquire all the land put up for sale by Hydro-Québec.

**CONSIDERING THAT** in 2019, the MRC of Argenteuil was granted financial assistance via the Regions Aid and Recovery Fund (FARR) for the acquisition of land, with the main objective of acquiring land for the benefit of the population.

**CONSIDERING THAT** the MRC of Argenteuil will not be going ahead with its land acquisition project and that the financial assistance will be returned to the Regions and Rurality Fund - Section 1 program at the Ministry of Municipal Affairs and Housing.

**CONSIDERING THAT** in order for the Municipality to receive this financial assistance, it must submit an application for financial assistance under the Regions and Rural Fund Program, Section 1, to the Ministry of Municipal Affairs and Housing.

**FOR ALL OF THESE REASONS,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED:**

**THAT** the preamble forms an integral part of this resolution.

**THAT** the Municipal Council of the Township of Harrington authorize Mr. Steve Deschênes, Director General, to sign and submit the application for financial assistance under the Regions and Rurality Fund Program - Section 1 to the Ministry of Municipal Affairs and Housing.

**THAT** the Township of Harrington Council authorize, in accordance with the obligations, Mayor Gabrielle Parr and/or Director General Steve Deschênes to sign for and on behalf of the Municipality all documents relating to this application as well as the memorandum of understanding or any other document subject to this resolution.

**AND THAT** the Municipality of the Township of Harrington undertakes to make a financial contribution of 20% of the project.

**ADOPTED UNANIMOUSLY**

**2025-02-R040**

**7.17 Submission of an application for financial assistance to the MRC of Argenteuil, as part of the Regions and Rurality Fund (FRR) program - Section 4 for the refurbishment and upgrading of the kitchen and washrooms at the Lost River Community Centre (LRCC)**



**CONSIDERING THAT** the Municipality of the Township of Harrington is a signatory and beneficiary of the Vitalization agreement of the MRC of Argenteuil under section 4-Support for vitalization and intermunicipal cooperation, Vitalization axis, Vitalization agreements with MRCs of the Regions and Rurality Fund.

**CONSIDERING THAT** the Municipality of the Township of Harrington has been identified as a devitalized municipality at level Q-5, enabling it to benefit from this program.

**CONSIDERING THAT** the Municipality of the Township of Harrington has at its disposal the sum of \$698,744 from the sub-envelope dedicated to local projects of the Vitalization Agreement (section 4) of the Regions and Rurality Fund (FRR) of the MRC of Argenteuil.

**CONSIDERING THAT** the kitchen and washrooms of the Lost River Community Center require major renovation and refurbishment work, as well as upgrading to current standards.

**CONSIDERING THAT** the Community Center's drinking water supply requires a treatment system.

**FOR ALL OF THESE REASONS,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED:**

**THAT** the preamble forms an integral part of this resolution.

**THAT** the Municipal Council has taken note of all the terms and obligations provided for in the devitalization framework, Regions and Rurality Fund (FRR) - Section 4. Support for vitalization.

**THAT** the Municipal Council recommends and approves the submission of an application for financial assistance in the amount of \$137,800 under the Vitalization Agreement (section 4) of the Regions and Rurality Fund (FRR) of the MRC of Argenteuil.

**THAT** the said amount requested within the framework of the Vitalization Agreement (section 4) of the Regions and Rurality Fund (FRR) comes from the sub-envelope reserved for local projects of the Municipality of the Township of Harrington.

**THAT** the Municipality will contribute 10% of the project cost in human resources.

**AND THAT** the Harrington Municipal Council authorizes Mr. Steve Deschênes, Director General, to sign any document relating to this request for financial assistance for and on behalf of the Municipality.

**ADOPTED UNANIMOUSLY**

**2025-02-R041**

**7.18 Authorization to sign a protocol agreement with the Municipality of Grenville-sur-la-Rouge.**

**CONSIDERING THAT** the position of Director of the Municipality's Urban Planning and Environment Department is vacant.

**CONSIDERING THAT** the Municipal Council has earmarked funds in its 2025 financial year for the hiring of a permanent part-time resource to fill the management position in the Urban Planning and Environment Department.

**CONSIDERING THAT** it is very difficult to find and hire permanent part-time staff.

**CONSIDERING THAT** the Municipality of Grenville-sur-la-Rouge is also looking for a permanent part-time candidate to fill the management position in their urban planning department.

**CONSIDERING THAT** pursuant to Article 569 of the Municipal Code of Québec, any local municipality may enter into an agreement with any other local municipality, regardless of the law governing it, in relation to all or part of an area within their jurisdiction, including the hiring of personnel.

**CONSIDERING THAT** under section 569 of the Municipal Code of Québec, Municipalities may share the services of a public servant, but, in accordance with the Law, they must, by means of an agreement, name each party as well as the guidelines and obligations to be respected by each of them.

**FOR ALL OF THE ABOVE REASONS,**

**IT IS MOVED BY:** Councillor Gerry Clark

**AND CARRIED:**

**THAT** the preamble forms an integral part of this resolution.

**AND THAT** the Municipal Council of the Township of Harrington authorize Mayor Gabrielle Parr and General Manager, Steve Deschênes to sign, for and on behalf of the Municipality, the memorandum of understanding with the Municipality of Grenville-sur-la-Rouge for the hiring of a shared resource.

**ADOPTED UNANIMOUSLY**

**8. Notice of Motion and By-Law**

**2025-02-R042**

**8.1 Adoption of BY-LAW NUMBER 366-2024, decreeing an expense and a loan of \$520,986 for the acquisition of a 10-wheel truck**

**CONSIDERING THAT** the Municipality requires the use of a 10-wheel truck for work on its territory.

**CONSIDERING THAT** the municipality wishes to acquire such a type of vehicle.

**CONSIDERING THAT** a loan is required to finance this acquisition.

**CONSIDERING THAT** a notice of motion of this by-law was given and presented at the council meeting held December 16, 2024.

**CONSIDERING THAT** a copy of this by-law was submitted to the members of the Municipal Council in accordance with the provisions of the Quebec Municipal Code (RLRQ, c. C-27.1).

**CONSIDERING THAT** a copy of this by-law was made available for public inspection at the beginning of the meeting.

**CONSIDERING THAT** the members of the Council declare having read said by-law and renounce to its reading.

**THEREFORE**, by the present by-law bearing number RE-366-2024 and entitled **BY-LAW DECREEING AN EXPENSE AND A LOAN OF \$520,986 FOR THE ACQUISITION OF A 10-WHEEL TRUCK.**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED THAT** the Council ordain the following:

**BY-LAW NUMBER 366-2024, decreeing an expense and a loan of \$520,986 for the acquisition of a 10-wheel truck**

**ARTICLE 1**

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

**ARTICLE 2**

Council is authorized to acquire a 10-wheel truck, as appears from the detailed estimate prepared by Neil Swail, Director of Public Works, dated December 11, 2024, including costs, net taxes and contingencies, which estimate forms an integral part of this by-law as Schedule “A”.

**ARTICLE 3**

Council is authorized to spend a sum of \$520,986 for the purposes of the present by-law.

**ARTICLE 4**

To pay for the expenses stipulated in the present by-law, Council is authorized to borrow an amount of \$520,986 over a period of 10 years.

**ARTICLE 5**

To provide for the expenses incurred with regards to the interest and the reimbursement in capital of the annual loan repayments, it is by the present by-law imposed and will be levied, annually, during the term of the loan, on all taxable properties located on the Municipality's territory, a special tax at a sufficient rate based on their value as it appears on the valuation roll in effect each year.

**ARTICLE 6**

Should the amount of an appropriation authorized by the present by-law be greater than the amount spent in relation to this appropriation, Council is authorized to use this surplus to pay for any other expense decreed by the present by-law and for which the appropriation would prove insufficient.

**ARTICLE 7**

Council allocates to the reduction of the loan decreed by the present by-law any contribution or grant that may be paid to it for the payment of all or part of the expense decreed by the present by-law.

The Council also allocates any subsidy payable over several years to the payment of all or part of the debt servicing. The loan repayment term corresponding to the amount of the grant will be automatically adjusted to the period set for payment of the grant.

**ARTICLE 8**

In the event of any discrepancy between the French and English texts, the French text shall prevail.

**ARTICLE 9**

The present by-law comes into force in accordance with the law.

## **ADOPTED UNANIMOUSLY**

### **8.2 Deposit and notice of motion and presentation of DRAFT BY-LAW NUMBER 368-2025 on contract management.**

Councillor Gerry Clark hereby gives notice of motion that By-law number 368-2025 respecting contract management will be adopted at a subsequent meeting.

He also proceeds with the tabling and presentation of By-law number 368-2025 on contract management.

#### **DRAFT BY-LAW NUMBER 368-2025 on contract management**

**WHEREAS** a Contract Management Policy was adopted by the Municipality on December 6, 2010, by Resolution No. 175-2010, in accordance with Article 938.1.2 of the *Municipal Code of Québec* (hereinafter referred to as “C.M.”).

**WHEREAS** article 938.1.2 C.M. was replaced, on January 1<sup>st</sup>, 2018, obliging municipalities, as of the latter date, to adopt a contract management By-law, the Municipality's current policy however being deemed to be such a By-law.

**WHEREAS** By-law 291-01-2021 was adopted on June 14, 2021.

**WHEREAS** the *Act to amend the Act respecting municipal taxation and other legislative provisions* (S.Q. 2023, chapter 33), assented to December 8, 2023 (Bill 39), as well as the *Act to enact the Act to protect elected municipal officers and promote the unimpeded performance of their duties and to amend various legislative provisions respecting municipal affairs* (S.Q. 2024, chapter 24), assented to June 6, 2024 (Bill 57), modify certain provisions of the CM regarding certain measures that may be adopted by Municipalities in their contract management by-laws.

**WHEREAS** it is necessary to repeal By-law 291-01-2021 and all its related By-laws to adopt the present contract management By-law to add the provisions made mandatory by these laws.

**WHEREAS** this By-law must notably provide for:

- Measures to ensure that any bidder or one of its representatives has not communicated or attempted to communicate, for the purpose of influencing the bidder, with any member of the selection committee in connection with the solicitation for which the bidder has submitted a bid.
- Measures to ensure compliance with applicable laws against bid-rigging.
- Measures to ensure compliance with the Lobbying Transparency and Ethics Act and the Code of Conduct for Lobbyists adopted under the Act.
- Measures to prevent acts of intimidation, influence peddling or corruption.
- Measures to prevent conflict of interest situations.
- Measures to prevent any other situation likely to compromise the impartiality and objectivity of the bidding process and resulting contract management.

- Measures to control the making of any decision that has the effect of authorizing the modification of a contract.

**WHEREAS** this By-law meets the objective of transparency and sound management of public funds.

**WHEREAS** a notice of motion was given by \_\_\_\_\_ and a Draft By-law was presented and tabled at the meeting of \_\_\_\_\_.

**WHEREAS** every Municipality must make its policy accessible at all times by publishing it on the Internet site.

**WHEREAS** a copy of the By-law was distributed to Council members 72 hours prior to the adoption of this By-law, in accordance with the provisions of the Quebec Municipal Code (RLRQ, c. C-27.1).

**WHEREAS** copies of the By-law were made available to the public following the presentation of the By-law.

**WHEREAS** the members of the Council declare having read said By-law and renounce to its reading.

**CONSEQUENTLY,**

**IT IS MOVED BY:** \_\_\_\_\_

**AND CARRIED THAT** the present By-law be adopted and **IT IS HEREBY ORDAINED AND PASSED AS FOLLOWS:**

## **CHAPTER I**

### **DECLARATORY AND INTERPRETATIVE PROVISIONS**

#### **SECTION I**

##### **DECLARATORY PROVISIONS**

###### **1. Preamble**

The preamble to these By-laws forms part of these By-laws as if it were reproduced in full below.

###### **2. Purpose of the by-law**

The purpose of the present By-law is to provide measures for the awarding and management of contracts granted by the Municipality, in accordance with article 938.1.2 C.M. The whole to promote transparency in the awarding of municipal contracts while respecting the rules relating to the awarding of such contracts provided for in the laws governing the operation of municipal organizations.

###### **3. Scope of application**

3.1 This By-law applies to any contract entered into by the Municipality, including a contract that is not covered by one of the subparagraphs of the first paragraph of subsection 1 of article 935 or by articles 938.0.1 and 938.0.2 C.M.

3.2 The present By-law applies regardless of the authority awarding the contract, whether it is the Council or any person to whom the Council has delegated the power to spend and enter into contracts on behalf of the Municipality.

3.3 The present By-law applies to all members of the Council, municipal employees, bidders on a call for tenders, suppliers and any person who has an interest in obtaining a contract with the Municipality or who is taking steps to do so.

3.4 Agents, tenderers and consultants retained by the Municipality, regardless of their mandate, are required to comply with the present By-law in the exercise of the mandate entrusted to them.

3.5 The present By-law forms an integral part of all tender documents, with which bidders must comply.

3.6 The Municipality's general management is responsible for the application of this By-law.

3.7 This By-law is intended to ensure transparency and sound management of public funds for the Municipality's citizens. They may submit to the general management any worrisome situations involving contravention of this By-law.

3.8 The Municipality recognizes the importance, role and powers granted to other bodies that may investigate and take action with regard to matters covered by certain measures provided for in the present By-law. This includes, in particular, measures aimed at preventing acts of intimidation, influence peddling, corruption and bid-rigging, as well as those aimed at ensuring compliance with the Lobbying Transparency and Ethics Act and the Code of Conduct for Lobbyists adopted pursuant to this Act.

## **SECTION II**

### **INTERPRETATIVE PROVISIONS**

#### **4. Interpretation of the text**

This By-law shall be interpreted in accordance with the principles of the Interpretation Act (RLRQ, c. I-16).

It shall not be interpreted as permitting derogation from the mandatory provisions of the laws governing Municipality contracts, unless such laws expressly permit derogation by this By-law.

#### **5. Special rules of interpretation**

This By-law shall not be interpreted:

- a) Restrictively or literally.
- b) As restricting the Municipality's ability to contract by mutual agreement, in cases where the law allows it to do so.

The measures provided for in the present By-law must be interpreted:

- c) In accordance with the principles set out in the preamble to the Act primarily to recognize municipalities as local governments and to increase their autonomy and powers as such (2017, c. 13) (Bill 122) recognizing, in particular, municipalities as being local governments and elected officials, the legitimacy necessary to govern according to their attributions.
- d) So as to respect the principle of proportionality and thus ensure that the steps related to the measures imposed are proportionate to the nature and amount of the expenditure of the contract to be intervened, having regard to the costs, the time required and the size of the Municipality.

#### **6. Terminology**

Unless the context indicates otherwise, the words and expressions used in this By-law have the following meanings:

- “Call for tenders”:** Public or invitational call for tenders required by articles 935 et seq. C.M. or a by-law adopted pursuant to this Act. The expression “call for tenders” does not include requests for quotations made when no call for tenders is required by law or by this By-law.
- “Bidder”:** Any person who submits a bid during a call for tenders process.
- “Local purchasing”:** Favours or prioritizes the purchase of a good or service from a supplier located on the Municipality's territory or on the territory of the MRC of Argenteuil, at an equivalent price and quality.

### SECTION III

#### RULES FOR AWARDING CONTRACTS

##### **7. General information**

The Municipality complies with the rules governing the awarding of contracts set out in its governing legislation, including the C.M. More specifically:

- a) It proceeds by invitation to tender when the law or the by-law adopted pursuant to article 938.0.1 C.M. imposes such a call for tenders, unless a specific provision to the contrary is provided for in the present By-law.
- b) It proceeds by public call for tenders in all cases where a public call for tenders is imposed by law or by the by-law adopted pursuant to article 938.0.1 C.M..
- c) It may proceed by mutual agreement in cases where the law or the present By-law allows it to do so.

Nothing in the present By-law may have the effect of limiting the Municipality's ability to use any competitive bidding method for the awarding of a contract, whether by public call for tenders, by invitation or by request for quotation, even if it may legally proceed by mutual agreement.

- 7.1 Whenever possible and in the best interests of the Municipality, Quebec or otherwise Canadian goods and services, as well as companies 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 call for tenders when the amount of the expenditure is below the threshold determined by the Minister requiring recourse to a public call for tenders.

In the case of mutual agreement contracts, the Municipality prefers to send requests for quotations to these companies in preference to any other competitor, when such requests are justified. In the event of equality of price, quality of service or, more generally, any offer comparable in its essential elements between a Québec company and a Canadian company, the Municipality gives preference to awarding the contract to the Québec company.

For contracts awarded following a written call for tenders, if it is not possible or not in the Municipality's interest to limit itself to such persons, the Municipality must review its requirements to determine whether a new wording can be used to favour them before proceeding with the call for tenders.

If, despite this review of the requirement, it remains necessary or in the Municipality's interest to include persons who do not meet the objective of the first paragraph, the Municipality may revise its procurement strategy to consider awarding the contract by mutual agreement, where permitted.

Where circumstances do not permit or justify favouring such firms, the Municipality may enter into a contract with another competitor.

7.2 When the Municipality uses the measure set out in article 8.1 of the present By-law, it shall rotate contractors when awarding contracts by mutual agreement or inviting bids, if this is possible and in its best interest. Such rotation shall be based on the following factors:

- a) The degree of expertise required.
- b) The Municipality's previous customer experience.
- c) Contract lead times.
- d) Experience and financial capacity required.
- e) Proposed price.
- f) Any other criteria directly related to the contract.

When such rotation is possible and in the Municipality's interest, it will select a different contractor or invite different bidders from previous contracts in the same field.

7.3 For the purposes of this section, an establishment in Quebec is any place where a supplier, insurer or contractor carries out its activities on a permanent basis, which is clearly identified with its name and accessible during normal business hours.

Quebec goods and services are goods and services for which the majority of their design, manufacture, assembly or performance is carried out from an establishment located in Quebec.

The Municipality, when making a decision regarding the awarding of a contract covered by this article, applies the following concept:

7.3.1 In the event of equal competence or quality, the Municipality may favour the awarding of a contract to a company with an establishment in Québec and offering Québec products and services when the price submitted by the latter differs by less than 10% from the lowest bid, subject to the provisions applicable to contracts that may only be awarded after a request for public tender.

## **8. By mutual agreement**

For certain contracts, the Municipality is not subject to any specific competitive bidding procedure (public call for tenders or by invitation). The present by-law may not restrict the Municipality's right to proceed by mutual agreement for these contracts. In particular, these are contracts:



- Which, by their nature, are not subject to any tendering process (contracts other than insurance contracts for the execution of work, supply and services).
- Expressly exempt from the tendering process (notably those listed in article 938 C.M. and contracts for professional services required as part of an appeal before a court, body or person exercising judicial or jurisdictional functions.
- Insurance, for the performance of work, supplies or services (including professional services) involving an expenditure of less than \$50,000.

## **9. Local purchasing**

The Municipality may award a contract by mutual agreement to a local supplier who does not necessarily offer the lowest price, provided that, for at least the same quality, its offer does not exceed 10% more than the best price submitted by a supplier outside the Municipality.

## **10. Measures**

When the Municipality chooses to award a contract by mutual agreement, the following measures apply, unless such measures are incompatible with the nature of the contract:

- a) Lobbying
  - Measures provided for in articles 17 and 18.
- b) Intimidation, influence peddling or corruption
  - Measures provided for in article 20.
- c) Conflict of interest
  - Measures provided for in article 22.
- d) Modification of a contract
  - As per article 36.

## **11. Invitation to tender contract**

The Municipality reserves the right to award a contract, the value of which varies between \$50,000 and the threshold decreed by the Minister, following a call for invitational tenders, whenever possible, from at least two suppliers.

Any call for tenders where the analysis of bids is based solely on price is awarded to the bidder submitting the lowest price.

Any call for tenders where the analysis of bids is based on an evaluation method using qualitative criteria and a weighting grid is awarded to the bidder with the highest score.

The external consultant carrying out the call for tenders procedure, in particular the preparation of tender documents, must, at the Municipality's request, sign an undertaking to comply with the present By-law.

In the case of a call for tenders by invitation, the identity of invited bidders may not be made public until the bids have been opened.

Persons (natural persons or legal entities) may obtain tender documents from the place designated in the call for tenders or from the electronic tendering system (SEAO) by paying the required fees, where applicable. Apart from the said system and the persons designated in the tender documents, no one is authorized to act in the name of or on behalf of the Municipality to issue these documents.

## **12. Contract by public call for tenders**

Any contract involving an expenditure equal to or greater than the threshold decreed by the Minister is awarded following a public call for tenders as prescribed by the general regime governing the awarding of Municipality contracts, the *Québec Municipal Code* and the *Act respecting contracting by public bodies*.

## **13. Information document**

The Municipality must publish, on its Internet site, the information document relating to contract management attached in Appendix 1, in order to inform the public and potential contractors of the measures taken by the Municipality within the framework of the present by-law.

## **SECTION IV**

### **BID RIGGING**

## **14. Penalties for collusion**

A provision shall be inserted in the tender documents allowing the Municipality to reject a bid if it is clearly established that there has been collusion with any person in contravention of any law designed to combat bid rigging.

## **15. Declaration**

All bidders must attach to their bids a solemn declaration that their bids have been prepared and submitted without collusion, communication, agreement or arrangement with any person in contravention of any law designed to prevent bid-rigging. This declaration must be made on the form attached as Appendix 2.

## **SECTION V**

### **LOBBYISM**

## **16. Duty of elected representatives and employees to provide information**

Any member of the Council or any civil servant or employee must remind any person who takes the initiative of contacting him or her to obtain a contract of the existence of the *Lobbying Transparency and Ethics Act*, when he or she believes that there has been a contravention of this Act.

## **17. Training**

The Municipality encourages the participation of Council members, civil servants and employees in training sessions designed to inform them of the legislative and regulatory provisions applicable to lobbying.

## **18. Declaration**

All bidders must attach to their bids a solemn declaration stating that neither they nor any of their 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 communication of influence has occurred, that it has been registered in the Lobbyists Registry when such registration is required by law. This declaration must be made on the form attached as Appendix 2.

## **SECTION VI**

### **INTIMIDATION, INFLUENCE PEDDLING OR CORRUPTION**

#### **19. Reporting**

Any member of Council, any civil servant or employee, as well as any other person working for the Municipality must denounce, as soon as possible, any attempt at intimidation, influence peddling or corruption which he has witnessed in the course of his duties. This measure shall not be interpreted as limiting the right of the person concerned to lodge a complaint with the police or any other public authority.

A member of Council shall report the matter to the Director General; the Director General to the Mayor; and other civil servants and employees, as well as any person working for the Municipality, to the Director General. When the denunciation directly or indirectly involves the mayor or the general management, the denunciation is made to the person not involved. If both are involved, the denunciation is made to the deputy mayor or to another member of the Municipality's Council who is not involved. The person who receives the denunciation must treat it with diligence and take the appropriate measures according to the nature of the situation denounced.

#### **20. Declaration**

All bidders must attach to their bids a solemn declaration stating that neither they nor any of their collaborators, representatives or employees have engaged, in the context of the call for tenders, in acts of intimidation, influence peddling or corruption against a member of Council, a civil servant or employee or any other person working for the Municipality. This declaration must be made on the form attached in Appendix 2.

## **SECTION VII**

### **CONFLICTS OF INTEREST**

#### **21. Disclosure**

Any member of Council, any civil servant or employee, as well as any other person working for the Municipality, involved in the preparation of contractual documents or in the awarding of contracts, must disclose, as soon as possible, the existence of any pecuniary interest in a legal person, company or enterprise likely to enter into a contract with the Municipality.

A member of the Council must make this denunciation to the Director General; the Director General to the Mayor; other civil servants and employees, as well as any other person working for the Municipality, to the Director General. When the denunciation directly or indirectly involves the mayor or the general management, the denunciation is made to the person not involved. If both are involved, the denunciation is made to the deputy mayor or to another member of the Municipality's Council who is not involved. The person who receives the denunciation must treat it with diligence and take the appropriate measures according to the nature of the situation denounced.

#### **22. Declaration**

When the Municipality uses a bid weighting and evaluation system, all members of the selection committee must solemnly declare in writing,

before beginning the evaluation of bids, that they have no direct or indirect pecuniary interest in the contract being evaluated. He must also undertake not to divulge the mandate entrusted to him by the Municipality, nor to use, communicate or attempt to use or communicate, either during or after his mandate, any information obtained in the course of or in connection with the performance of his duties as a member of the selection committee. This declaration must be made on the form attached as Appendix 3.

### **23. Minimal pecuniary interest**

Minimal pecuniary interest is not covered by the measures described in Articles 21 and 22.

## **SECTION VIII**

### **CONFIDENTIALITY, DISCRETION, IMPARTIALITY AND OBJECTIVITY OF THE TENDERING PROCESS**

### **24. Confidentiality and discretion**

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

### **25. Prohibited disclosure**

It is forbidden for anyone to disclose, prior to the opening of tenders and in compliance with the requirements of the Act, any information making it possible to know the number or identity of persons who have submitted a tender or who have requested a copy of the request for tender or of a document to which it refers.

### **26. Obligation of confidentiality of agents and consultants entrusted with drafting documents or assisting the Municipality in the tendering process**

Where applicable, any agent or consultant appointed by the Municipality to draft tender documents or to assist the Municipality in the tendering process must, insofar as possible, maintain the confidentiality of his mandate, of any work carried out within the scope of this mandate and of any information brought to his knowledge in the course of its execution.

### **27. Selection of invited bidders**

To maintain the confidentiality of the identity of bidders prior to the opening of tenders, the Municipality Council delegates to the General Manager the power to select invited bidders in the context of a call for tenders by invitation or in the context of a contract by mutual agreement.

### **28. Delegation of authority to appoint members of the selection committee responsible for analyzing tenders**

To preserve the confidentiality of the identity of the members of the selection committee, the Municipality Council delegates to the General Manager the power to appoint any member of the selection committee responsible for analyzing tenders in the context of a call for tenders using criteria other than price alone, in accordance with the process prescribed by law.

### **29. Person responsible for the call for tenders**

Every call for tenders shall identify a person in charge of the call for tenders and shall provide that any potential bidder or any bidder must contact this

person in charge alone to obtain any information or clarification relating to the call for tenders.

### **30. Questions from bidders**

The person in charge of the call for tenders compiles the questions asked by each bidder during the call for tenders process and issues, if he deems it necessary, an addendum, so that all bidders obtain the answers to the questions asked by the others.

The person in charge of the call for tenders has full discretion to judge the relevance of the questions asked and those requiring a response and may group and reformulate certain questions for the purposes of transmitting responses to bidders.

### **31. Whistleblowing**

Any member of Council, any civil servant or employee, as well as any other person working for the Municipality must, as soon as they are informed, denounce the existence of any situation, other than a conflict of interest, likely to compromise the impartiality and objectivity of the call for tenders process and the management of the resulting contract.

A member of the Council makes this denunciation to the General Management; the General Management to the Mayor; other civil servants and employees, as well as any other person working for the Municipality, to the General Management. When the denunciation directly or indirectly involves the mayor or the general management, the denunciation is made to the person not involved. If both are involved, the denunciation is made to the deputy mayor or to another member of the Municipality's Council who is not involved. The person who receives the denunciation must treat it with diligence and take the appropriate measures according to the nature of the situation denounced.

### **32. Complaints management**

The Municipality delegates responsibility for complaint management to the General Manager. Its role is to receive complaints about suspicious practices, collusion, rigging, influence peddling, intimidation and corruption, both from citizens and from bidders who feel aggrieved. In the event that the complaint involves general management, it is made to the mayor.

General management may submit any complaints of suspicious practice or illegal acts to the MAMH complaints coordinator. Entities involved in the handling of complaints must maintain the confidentiality of the identity of the person making the complaint.

## **SECTION IX**

### **AWARDING OF CONTRACTS**

### **33. Right to reject bid(s)**

The Municipality reserves the right not to accept bids that are significantly higher than market rates or the Municipality's cost estimates, or that are unreasonable or manifestly too low. Bids are considered too low when they are seriously likely to compromise the performance and/or quality of the contract to be awarded.

### **34. Division of contracts**

The Municipality may only divide a contract into several similar contracts to the extent permitted by article 938.0.3 of the Municipal Code, i.e. in cases where such division is justified for reasons of sound administration.

### **35. Contract modification**

Any modification made to a contract that has the effect of increasing its price must be justified by the person responsible for managing the contract, taking into account the applicable rules for authorizing such a modification.

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

Non-modification of a contract is the rule, and modification the exception.

For all contract amendment requests, the project manager must submit a written request to General Management, stating the reasons for the amendment.

- For any amendment(s) to a contract totalling an expenditure of less than 10% of the cost of the original contract, up to the maximum that General Management has been delegated the power to authorize such expenditure by the by-law providing for the delegation of expenditure.
- Any such modification to the contract may be authorized in writing to General Management. The written authorization must state the reasons for authorizing the change and be submitted to the Municipal Council.
- For any amendment(s) to a contract involving an expenditure equal to or greater than 10% of the cost of the original contract, the General Manager must submit a recommendation to the Municipal Council. In such a case, the contract modification is only authorized by a resolution of the Municipal Council.

### **36. Site meetings**

When justified by the nature of the work, the Municipality encourages the holding of regular worksite meetings to monitor the execution of the contract.

## **SECTION X**

### **ADMINISTRATIVE AND FINAL PROVISIONS**

### **37. Application of by-law**

Application of this By-law is the responsibility of the Municipality's General Manager. The latter is responsible for preparing the report to be submitted annually to Council concerning the application of this by-law, in accordance with article 938.1.2 *C.M.*

### **38. Repeal of the Contract Management Policy**

This By-law replaces and repeals by-law 291-01-2021 as amended.

### **39. Coming into force and publication**

This By-law comes into force in accordance with the law and is published on the Municipality's website. In addition, a copy of this by-law is sent to the MAMH.

**ADOPTED UNANIMOUSLY**

**8.3 Tabling and notice of motion and presentation of DRAFT BY-LAW NUMBER 369-2025 enacting the rules of control, budgetary monitoring and delegation of power**

Councillor Julie James hereby gives notice of motion that by-law number 369-2025 decreeing budgetary control and monitoring rules will be adopted at a subsequent meeting.

She also proceeds with the tabling and presentation of by-law number 369-2025 decreeing budgetary control and monitoring rules.

**DRAFT BY-LAW NUMBER 369-2025 enacting the rules of control, budgetary monitoring and delegation of power**

**WHEREAS**, pursuant to the second paragraph of Article 960.1 of the Municipal Code of Québec, the Council must adopt a by-law on budgetary control and monitoring.

**WHEREAS** the Council adopted By-law number 283 - 2018 and it should be repealed, along with all related by-laws.

**WHEREAS** this By-law must provide, in particular, for the means used to guarantee the availability of funds prior to the taking of any decision authorizing an expenditure, which means may vary according to the authority granting the authorization of expenditures or the type of projected expenditures.

**WHEREAS** in accordance with the second paragraph of Section 165.1 of the Municipal Code of Québec, the hiring of an employee is only effective if, in accordance with the by-law adopted pursuant to the second paragraph of Section 960.1, funds are available for this purpose.

**WHEREAS**, pursuant to Article 961 of the Municipal Code of Québec, a by-law or Council resolution authorizing an expenditure is only effective if, in accordance with the by-law adopted pursuant to the second paragraph of Article 960.1, funds are available for the purposes for which the expenditure is proposed.

**WHEREAS**, pursuant to the fourth paragraph of Section 961.1 of the Municipal Code of Québec, an expenditure authorization granted by delegation is effective only if, in accordance with the regulation adopted under the second paragraph of Article 960.1, funds are available for that purpose.

**WHEREAS** article 176.4 of the Municipal Code of Québec, and the fifth paragraph of article 961.1 provide for the procedures for rendering accounts to Council for the purposes of budgetary control and monitoring.

**WHEREAS** a notice of motion was given, and a draft by-law was tabled at the meeting of February 17<sup>th</sup>, 2025.

**CONSEQUENTLY,**

**IT IS MOVED BY:** \_\_\_\_\_

**AND CARRIED THAT** the Draft By-law number 369 -2025 be and is hereby adopted by the Council and that the following be rules and decreed by law.

The above preamble forms an integral part of the By-law.

DEFINITIONS

« Municipality »:	Municipality of the Township of Harrington
« Council »:	Council of the Township of Harrington
« General Manager »:	Principal official that the Municipality is obliged to have and whose role is usually held ex officio by the secretary-treasurer under article 210 of the Quebec Municipal Code
« Clerk-Treasurer »:	Officer required by article 179 of the Quebec Municipal Code. He automatically assumes the function of General Manager under article 210, subject to article 212.2, which provides for the possibility of the two functions being exercised by different persons.
« Exercise »:	The period between January 1 and December 31 of any given year.
« Delegation Regulations »:	A concept that, under the first and second paragraphs of Article 961.1 of the Quebec Municipal Code, by which the Council delegates to municipal officials or employees the power to authorize expenditures and to enter into contracts on behalf of the Municipality.
« Budget Variation Policy:	Policy setting the limit of permitted budget variations and budget transfer procedures.
« Service Manager »:	Municipality official or employee responsible for a budget envelope entrusted to him or her.

SECTION 1 - OBJECTIVES OF THE BY-LAW

Article 1.1

The present By-law establishes the budgetary control and monitoring rules that all Municipality officials and employees concerned must follow.

More specifically, it establishes the rules of responsibility and operation required to ensure that any expense to be incurred or carried out by an officer or employee of the Municipality, including the hiring of an employee, is duly authorized after verification of the availability of the necessary credits.

The present By-law applies to any appropriation attributable to financial or investment activities for the current fiscal year that the Council may adopt by resolution or by-law.

In addition, the present By-law establishes the rules for the delegation of spending authorizations granted by the Council pursuant to the first and second paragraphs of Article 961.1 of the Quebec Municipal Code.

Article 1.2

The present By-law also establishes the rules of follow-up and budgetary accountability that the secretary-treasurer, any other authorized municipal officer and those responsible for budgetary activities of the Municipality must follow.

SECTION 2 - BUDGET CONTROL AND MONITORING PRINCIPLES

Article 2.1

The appropriations required for the Municipality's financial and investment activities must be approved by the Council prior to their allocation to the



related expenditures. This approval of credits takes the form of a vote of credits expressed in one of the following ways:

- Adoption by the Council of the annual budget or a supplementary budget,
- Adoption by the Council of a borrowing by-law,
- The adoption by the Council of a resolution or by-law by which credits are allocated from surplus revenues, the accumulated surplus, financial reserves or reserved funds.

**Article 2.2**

Before any expense may be incurred, it must be duly authorized by the Council, an authorized municipal officer or a department manager in accordance with the delegation by-law in force, after verification of the availability of the necessary credits.

**Article 2.3**

All Municipality officials and employees are responsible for applying and respecting the present by-law as it applies to them.

All department directors must comply with the present by-law when authorizing an expense for which they are responsible, before it is incurred or made. They may only authorize expenditure within their area of responsibility and may only commit their budget appropriations for the purposes for which they are earmarked.

**SECTION 3 - DELEGATION OF AUTHORITY TO AUTHORIZE EXPENDITURES**

The Council delegates its spending authority as follows:

**Article 3.1**

Any department director, the Director General or other designated person may authorize expenditures and enter into contracts in the name of the Municipality, on condition that they commit the Municipality's credit only for the current fiscal year and within the limits of the budget envelopes for which they are responsible.

**Article 3.2**

The General Manager or Department Manager may authorize any employee in his or her department to work outside normal working hours in the event of surplus work or for the smooth running of an exceptional activity or to deal with an emergency.

**Article 3.3**

The civil servants, hereinafter designated, responsible for managing an activity budget, are authorized to incur expenses in their fields of competence up to the amounts indicated below, provided that the expense is incurred in compliance with the contract management by-law in force and the present by-law:

Title	Maximum amount per expenditure (Before taxes)
Director General	50 000 \$
Deputy Director General	25 000 \$
Director, Public Works and Fire Department	25 000 \$

Within three (3) working days following expenses incurred outside of normal office hours, a report must be made through the usual channels to the Director General, who will submit the whole to the Council at the next session of the Municipal Council.

Any expenditure in excess of \$50,001 before taxes must be authorized by Council resolution. The amount of an expense or the value of a contract related to a delegation provided for in this by-law excludes applicable taxes.

### **Article 3.4**

Emergency measures: Notwithstanding the foregoing, Council authorizes the Director General to commit the Municipality's credit for any expenditure required due to an emergency situation, up to a maximum of \$100,000 before taxes per event. This authorization cannot be added to the amounts already authorized to the Director General for routine purchases in the normal course of the Municipality's operations. Before proceeding with said expenditure, the Director General must receive the Mayor's approval. A report from the Director General, accompanied by the approval, must be tabled at the next Council meeting. In the absence of the Director General, the Council authorizes the Deputy Director General and the Director of Public Works to act with the assent of the Mayor.

Training conventions: No employee (managerial, unionized or non-unionized) may attend or participate in a convention incurring costs on behalf of the Municipality without prior authorization from the Director General. This request for authorization must be accompanied by an estimate of the costs relating to the training or convention, and a note indicating the source of funding and ensuring the availability funds. The Director General and an elected official may not attend or participate in a conference incurring costs on behalf of the Municipality without prior authorization from the Municipal Council.

Municipal election: During a general election or by-election, the returning officer is authorized to make all necessary purchases or rentals of materials or services, and to hire election officers, in accordance with the provisions of the Municipal Code (R.S.Q., c. C-27.1) and the Act respecting elections and referendums in municipalities (R.S.Q., c. E-2.2). However, election staff salaries must be approved by Council through the adoption of a resolution.

Legal advice: The Mayor, General Manager and Deputy General Manager are authorized to request legal advice when deemed necessary.

Hiring of personnel and disciplinary measures: The General Manager is authorized to proceed with the hiring of personnel, as provided for in the budget adopted by resolution. The General Manager is responsible for ensuring that the Municipality has the required credits. If necessary, he may authorize appropriate budget transfers. In addition to the powers provided for in the Municipal Code of Québec (R.S.Q., c. C-27.1), the General Manager also exercises the powers provided for in paragraphs 2 and 3 of section 113 of the Cities and Towns Act (R.S.Q., c. C-19). The Director General may apply disciplinary measures to employees and must inform the Council thereof. Confirmation of hiring and disciplinary measures must be ratified by resolution.

Credit card: The Director General, Assistant Director General and Director of Public Works are authorized to hold a credit card in the name of the Municipality for the payment of expenses related to their respective functions, or for the purchase of merchandise required for the operations of the Municipality, or for expenses related to training sessions and

conventions for elected officials and Municipality personnel. The amount of the authorized credit limit is determined by Council resolution.

Budget variance allowed: Budget variance is permitted per budget item within the same budget function over the course of a fiscal year, for the purposes of better service to the population and greater efficiency. Consequently, the department director is authorized to make an expenditure even if this transaction will result in the total expenses allocated to this budget item exceeding the allocated budget, only if at least one other budget item within the same budget function has a budget available to cover the deficit item. The expenditure that will generate this overrun in the budget item must first be authorized by the Finance department. Among other things, any cost overrun may be offset by an equivalent budget transfer. The Finance Department may make the appropriate budget transfers. Only the Municipality Council is authorized to make budget reallocations.

**SECTION 4 - GENERAL BUDGET CONTROL AND MONITORING PROCEDURES**

**Article 4.1**

To verify the availability of funds prior to authorizing an expense, the department manager concerned should ask the finance department manager. The same applies to the Secretary-Treasurer or Director General, as the case may be, when either is required to authorize an expense or submit an expense to Council for authorization, in accordance with the delegation by-law in force.

**Article 4.2**

The General Manager and the Finance Department are responsible for keeping this by-law up to date. They shall submit to the Council for adoption any proposed amendments to the by-law that may be required to adapt it to new circumstances or to a legislative change affecting it.

The Finance Department, in conjunction with the General Manager, is responsible for ensuring that adequate internal controls are implemented and maintained to ensure that the by-law is applied and complied with by all Municipality officials and employees.

**SECTION 5 - COMMITMENTS EXTENDING BEYOND THE CURRENT YEAR**

**Article 5.1**

Any authorization of an expenditure commitment extending beyond the current financial year must first be subject to verification of the appropriations available for the portion chargeable in the current financial year.

**Article 5.2**

When preparing the budget for each fiscal year, each department manager must ensure that his or her budget covers previously incurred expenses that must be charged to the fiscal year's financial activities and for which he or she is responsible. The Municipality's finance department must ensure that the necessary appropriations for these expenses are correctly provided for in the budget.

**SECTION 6 - SPECIAL EXPENSES**

**Article 6.1**

Some expenses are of a special nature, such as:

- Electricity, heating and telecommunications costs, which are paid on receipt of invoice.
- Expenses inherent in the application of collective agreements or related to working conditions and basic salary.
- Employee future benefit obligations.
- Co-payments to intermunicipal boards and supra-municipal organizations.
- Provisions and accounting allocations.

When preparing the budget for each fiscal year, each department manager concerned must ensure that his or her budget covers the specific expenses for which he or she is responsible. The Municipality's finance department must ensure that the necessary appropriations for these specific expenses are properly provided for in the budget.

### **Article 6.2**

Although the specific expenses referred to in article 6.1 do not lend themselves to a priori control, they are subject, like any other expense, to the budgetary monitoring and accountability rules set out in section 7 of the present By-law.

### **Article 6.3**

When an unforeseen situation arises, such as the conclusion of an out-of-court agreement or a new collective agreement, the Finance Department must ensure that the necessary additional funds are available. If necessary, it may make the appropriate budget transfers, in agreement with the General Manager.

## **SECTION 7 - BUDGET MONITORING AND REPORTING**

### **Article 7.1**

All department managers are required to monitor their budgets on a monthly basis, and to report immediately to their line manager whenever they anticipate a budget variance that exceeds the limit stipulated in the current budget variance policy. He/she must justify or explain in writing any unfavorable budget variance observed or anticipated, in a memo to his/her superior, accompanied, if necessary, by a request for a budget transfer.

If the budget variance cannot be absorbed by a budget transfer, the Municipality's secretary-treasurer must inform the Council and, if necessary, submit a supplementary budget proposal for the additional appropriations required.

### **Article 7.2**

As prescribed by article 176.4 of the Quebec Municipal Code, the Secretary-Treasurer shall table two comparative statements at the last regular sitting of Council held at least four weeks before the meeting at which the budget for the following fiscal year is to be adopted. During a general election year within the Municipality, the two comparative statements are tabled no later than the last regular sitting held before the Council ceases to be in session, in accordance with section 314.2 of the Act respecting elections and referendums in municipalities (chapter E-2.2).

The first compares revenues and expenses for the current fiscal year, realized up to the last day of the month ending at least 15 days before the month in which the statement is filed, with those for the previous fiscal year, realized during the corresponding period of the previous fiscal year.

The second compares projected revenues and expenses for the current fiscal year, at the time the statement is prepared and based on information then available to the Secretary-Treasurer, with those projected in the budget for that year.

**Article 7.3**

In order for the Municipality to comply with article 176.5 and the fifth paragraph of article 961.1 of the Quebec Municipal Code, the Secretary-Treasurer must also prepare and submit to Council, at a regular sitting each month, a report of expenses authorized by any officer or employee in accordance with the delegation by-law in effect. At a minimum, this report must include all transactions carried out within 25 days of the filing date that have not already been reported.

**SECTION 8 – ENTRY INTO FORCE**

**Article 8**

This By-law comes into force in accordance with the law.

**ADOPTED UNANIMOUSLY**

**9. Public works**

**9.1 Authorization to purchase a 10-wheel truck**

**CONSIDERING THAT** the municipal council has decided to assume responsibility for snow removal on municipal roads on the east side as of fall 2025-2026, recognizing the need for a versatile and reliable vehicle for the Public Works Department.

**CONSIDERING THAT** it has been determined that the acquisition of a truck capable of performing both winter operations (including snow removal, salt spreading and plowing) and summer road maintenance tasks will improve the operational efficiency and year-round readiness of the Public Works Department at a lower cost.

**CONSIDERING THAT** the Municipality has proceeded with a call for public tenders for the purchase of a truck meeting these specifications, while ensuring compliance with the requirements set out in the tender documents.

**CONSIDERING THAT** the lowest compliant bid in the amount of \$461,236, taxes included was submitted by Robitaille Équipement whose proposal was carefully evaluated and found to meet all technical and functional specifications required by the Municipality.

**CONSIDERING THAT** the purchase of the 10-wheel truck is conditional on the approval of the loan by-law by the Ministry of Municipal Affairs and Housing.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT:**

1. The Council of the Municipality hereby authorizes the purchase of a truck from Robitaille Équipement for a total amount of \$461,236 plus applicable taxes in accordance with the terms and conditions specified in the

tender documents and in the bid submitted by the bidder as well as the equipment cost of \$35,000 for a total of \$496,236.

2. The General Manager is authorized to sign all documents required to finalize the purchase of the truck.

3. Payment will be financed by the borrowing By-Law 366-2024.

(G/L Account # 22-310-00-724)

**ADOPTED UNANIMOUSLY**

**2025-02-R044**

**9.2 Renewal of service agreement with Edilex for public tenders**

**CONSIDERING THAT** the Municipality issues more than 20 calls for public tenders annually.

**CONSIDERING THAT** the Municipality has been using the Edilex platform for over twelve (12) years with excellent results.

**CONSIDERING THAT** Edilex offers an efficient system for preparing tender documents, ensuring that they remain up to date with regulatory and legal changes.

**CONSIDERING THAT** the platform includes legal support and consultation as part of the basic service package.

**CONSIDERING THAT** it is in the best interest of the Municipality to continue using Edilex to ensure the compliance and efficiency of its procurement process.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED THAT** the Municipality accepts Edilex's offer of service for a period of three (3) years at a total cost of \$4,562.13, taxes included.

**AND THAT** the Mayor and the General Manager be authorized to sign all necessary documents to formalize the agreement.

(G/L Account # 02-130-00-526)

**ADOPTED UNANIMOUSLY**

**2025-02-R045**

**9.3 Road permit and maintenance agreement with MTQ**

**Whereas** the Municipality must, from time to time, carry out work in the right-of-way of roads maintained by the Ministry of Transport and Sustainable Mobility (hereinafter referred to as the "Ministry").

**Whereas** the Municipality must obtain permission from the Ministry to work on roads maintained by the Ministry or enter into a maintenance agreement with the Ministry.

**Whereas** the Municipality is responsible for the work for which it is the prime contractor.

**Whereas** the Municipality undertakes to comply with the clauses of the road permissions issued or the maintenance agreements entered into with the Ministry.

**Whereas** the Municipality undertakes to restore road infrastructures to their original state.

**CONSEQUENTLY,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT** the Municipality requests that the Ministry grant it road permissions during the year 2025 and that it authorize the Director of Public Works to sign road permissions and maintenance agreements for all work for which the estimated cost of restoring elements of the right-of-way does not exceed \$10,000; since the Municipality undertakes to respect the clauses of the road permission and maintenance agreements entered into.

In addition, the Municipality undertakes to request the required permission whenever necessary.

**ADOPTED UNANIMOUSLY**

**10. Public Safety**

Mayor Parr provided a synopsis of the fire response.

**11. Urban Planning and Environment**

**11.1 Summary of permits issued**

2025-02-R046

**11.2 Certificate of authorization for tree cutting no. 2024-0201 concerned by PIIA-01 (Site Planning and Architectural Integration Program) for the property located at 469, Chemin du Lac Beaven (Lot 6 577 469) (Roll 2086-99-3021)**

**CONSIDERING THAT** a request for a certificate of authorization was submitted by the owner of a property located at 469, chemin du Lac Beaven (lot 6 577 469).

**CONSIDERING THAT** this property is subject to the Site Planning and Architectural Integration Program (PIIA) by-law.

**CONSIDERING THAT,** in accordance with the Site Planning and Architectural Integration Program (PIIA) By-law, the Planning Advisory Committee (CCU) must recommend to the Municipal Council that a request for approval by PIIA be submitted, considering the objectives and criteria stipulated in the by-law.

**CONSIDERING THAT** the owner has submitted all required documents for the analysis of this request.

**CONSIDERING THAT,** in the opinion of the members of the CCU, this forestry cutting project meets the guidelines, objectives and evaluation criteria stipulated in the Site Planning and Architectural Integration Program (PIIA) by-law.

**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Daniel St-Onge

**AND CARRIED THAT** the Council of the Municipality of Harrington accept the request for PIIA 2024-0199 as submitted.

**ADOPTED UNANIMOUSLY**

2025-02-R047

**11.3 Certificate of authorization no. 2024-0205 for renovation work on the residence concerned by PIIA-02 (site planning and architectural integration program) for the building located at 17, chemin de Mill Pond (registration number 1574-80-1626)**

**CONSIDERING THAT** the owner has submitted an application for a certificate of authorization to carry out renovation work on the residence (main building) on a property located at 17 chemin de Mill Pond (lot 6 210 575).

**CONSIDERING THAT** the building affected by the request is subject to the Site Planning and Architectural Integration Program By-law (SPAIP).

**CONSIDERING THAT** under the bylaw on site planning and architectural integration programs (SPAIP), the Urban Planning Advisory Committee (UPAC) must forward a recommendation to the Municipal Council in favor of a SPAIP request, taking into account the objectives and criteria relating to the provisions of said Bylaw.

**CONSIDERING THAT** the owner has submitted all the documents necessary for the analysis of his request.

**CONSIDERING THAT** the members of the CCU consider that the renovation project for the residence complies with the objectives and evaluation criteria set out in the by-law relating to site planning and architectural integration programs (PIIA).

**FOR ALL OF THESE REASONS,**

**IT IS MOVED BY:** Councillor Julie James

**AND CARRIED THAT** the Council of the Municipality of Harrington accept the PIIA request number 2024-0205 as submitted.

**ADOPTED UNANIMOUSLY**

2025-02-R048

**11.4 Certificate of authorization for a logging operation no. 2025-0003 covered by PIIA-02 (site planning and architectural integration plan) for the building located at 66, chemin de la Rivière Rouge (lot 6 210 618) (cadastral reference 1673-27-7297)**

**CONSIDERING THAT** the owner has submitted an application for a certificate of authorization for a logging operation on a property located at 66 chemin de la Rivière-Rouge (lot 6 210 618).

**CONSIDERING THAT** the building affected by the application is subject to the By-law relating to site planning and architectural integration programs (PIIA).

**CONSIDERING THAT** under the bylaw relating to site planning and architectural integration programs (PIIA), the Urban Planning Advisory Committee (CCU) must forward a recommendation to the Municipal Council in favor of a PIIA request, considering the objectives and criteria relating to the provisions of this Bylaw.

**CONSIDERING THAT** the owner has submitted all the documents necessary for the analysis of his request.

**CONSIDERING THAT** the members of the CCU consider that the logging project complies with the guidelines, objectives and evaluation criteria set out in the by-law relating to site planning and architectural integration programs (SPAIP).



**FOR ALL THESE REASONS,**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT** the Council of the Municipality of Harrington accept the PIIA request number 2025-003 as submitted **ON CONDITION** that a 5-meter wooded strip along Chemin de la Rivière Rouge be preserved, with no tree felling.

**ADOPTED UNANIMOUSLY**

**12. Environmental hygiene**

**13. Recreation and Culture**

**14. Question period**

The mayor answers questions from the citizens present at the meeting.

**15. Closure of the sitting**

**IT IS MOVED BY:** Councillor Robert Dewar

**AND CARRIED THAT** the meeting be adjourned at 8:19 p.m.

**ADOPTED UNANIMOUSLY**

I, Gabrielle Parr, Mayor, certify that the signing of these minutes is equivalent to the signing by me of all the resolutions contained therein within the meaning of section 142 (2) of the Municipal Code of Québec.<sup>15</sup>

\_\_\_\_\_  
Gabrielle Parr  
Mayor

\_\_\_\_\_  
Steve Deschênes  
Director General and Clerk-  
Treasurer

2025-02-R049