

UNOFFICIAL TRANSLATION
NOTICE OF CONVOCAATION
SPECIAL SITTING

Section 152 of the Municipal Code of Québec

CANADA
PROVINCE OF QUÉBEC
MUNICIPALITY OF WALTHAM

In accordance with Section 152 of the Municipal Code of Québec, SPECIAL NOTICE is hereby given by Jordan Evans, Mayor of the Municipality of Waltham, that a special sitting of the Council of the Municipality of Waltham is convened and will be held on Monday, August 31, 2026, at 7:00 p.m. at the Waltham Municipal Hall, at which the following matters will be considered:

1. Opening of the sitting and attendance
2. Declaration of conformity of the notice of convocation (Municipal Code, s. 153)
3. Recording of the sitting
4. Statement of decorum by the Mayor
5. Reading and adoption of the agenda
6. Public question period
- 7. New Subdivision Proposal – Review and Determination of Next Steps**
 - 7.1. Presentation and review of the subdivision file
 - 7.2. Review of the applicable municipal process and requirements
 - 7.3. Direction to the appropriate municipal officer, if required
 - 7.4. Resolution, if required
- 8. Tax Sale – Appointment and Authorization of Municipal Representative**
 - 8.1. Appointment of the Director General or other authorized representative to attend the tax sale on behalf of the Municipality
 - 8.2. Council instructions and authorization regarding bidding on specified properties, including any limits or conditions determined by Council
- 9. Finance, Administration and Human Resources Committee – Appointment of Member**
 - 9.1. Vacancy on the Finance, Administration and Human Resources Committee
 - 9.2. Appointment of a member to the Finance, Administration and Human Resources Committee
 - 9.3. Resolution
- 10. Director General Recruitment – Hiring Committee**
 - 10.1. Receipt of the Hiring Committee recommendation
 - 10.2. Closed deliberation regarding confidential employment and proposed contract matters, if permitted by law
 - 10.3. Return to public sitting
 - 10.4. Appointment of the Director General / Clerk-Treasurer
 - 10.5. Approval of employment terms and authorization to sign the employment contract
 - 10.6. Banking and Financial Authorities
 - 10.6.1. Designation of the Director General / Clerk-Treasurer as Primary Administrator for the Municipality's banking and electronic banking services
 - 10.6.2. Authorization to establish and administer banking access and user permissions, subject to the Municipality's applicable signing-authority resolutions, by-laws and financial controls

10.6.3. Authorization to complete and sign banking documentation required to implement Council's designation and authorities

10.7. Government and Administrative Authorizations

10.7.1. Authorization and designation, as applicable, to represent the Municipality with Revenu Québec, the Canada Revenue Agency, clicSÉCUR, CNESST, Retraite Québec, MAMH, MTMD, MRC Pontiac and other government agencies and administrative systems required for the performance of the position

10.7.2. Authorization to complete and sign the forms and documentation required to establish or update those authorizations

10.8. Municipal Systems, Records and Accounts

10.8.1. Authorization for access to municipal email, accounting, payroll, taxation, records-management and other administrative systems required for the performance of the Director General / Clerk-Treasurer's duties

10.9. Effective date and administrative transition

11. Adjournment

Given at Waltham, Québec, this 28th day of August 2026.

Jordan Evans
Mayor, Municipality of Waltham