

**CANADA
PROVINCE OF QUÉBEC
MUNICIPALITY OF LOW**

MINUTES of the regular meeting of members of the Council of the Municipality of Low, held this 8th day of April 2013 at 7:00 p.m. in Heritage Hall.

Those present are:

His Worship the Mayor Morris O'Connor

Councillors Theresa van Erp
Albert Kealey
Amanda St. Jean
Maureen Rice
Carole Robert
Charles Kealey

The Director General/Secretary-Treasurer Franceska Gnarowski is also present.

(1) OPENING

The meeting is officially opened by his Worship the Mayor, Morris O'Connor.

(2) MINUTES

#51-04-2013

BE IT RESOLVED THAT the minutes of the regular meeting of March 4th 2013 and of the special meeting held March 26th be accepted as presented.

MOVED BY Councillor Carole Robert
SECONDED BY Councillor Maureen Rice
ADOPTED UNANIMOUSLY

(3) AGENDA

#52-04-2013

BE IT RESOLVED THAT the agenda be adopted as presented with the addition of item 6.1.11 concerning the call forwarding of emergency calls on weekend.

MOVED BY Councillor Amanda St. Jean
SECONDED BY Councillor Charles Kealey
ADOPTED UNANIMOUSLY

(4) QUESTION PERIOD

From 7:00 p.m. to 7:30 p.m.

(5) BILLS TO BE PAID

#53-03-2013

BE IT RESOLVED THAT the list of invoices #04-2013, totalling \$114,575.04 be hereby accepted as presented;

AND THAT the Director General/Secretary-Treasurer be authorized to make the necessary budgetary arrangements.

MOVED BY Councillor Charles Kealey

SECONDED BY Councillor Theresa van Erp

ADOPTED UNANIMOUSLY

CERTIFICATE

I, undersigned, Director General/Secretary-Treasurer, do hereby certify that funds are available for the expenses mentioned in resolution #53-04-2013, as approved by Council.

Director General/Secretary-Treasurer

6.1 ADMINISTRATION

(6.1.1) MAYOR'S REPORT

Mayor's report of March activities.

(6.1.2) NOTICE OF MOTION

Notice of motion is hereby given by Councillor Charles Kealey that, at an ulterior meeting of council, he will present a borrowing bylaw for the execution of road works on chemin de la Rive and Baie des Canards.

(6.1.3) NOTICE OF MOTION

Notice of motion is hereby given by Councillor Theresa van Erp that, at ulterior meeting of council, she will present a bylaw to establish a library committee.

(6.1.4) NOTICE OF MOTION

Notice of motion is hereby given by Councillor Carole Robert that, at an ulterior meeting of council, she will be presenting a modification to bylaw #002-2009 concerning the establishment of a fire service.

(6.1.5) WORKING FUND

BE IT RESOLVED THAT the Municipality approves the reimbursement of \$120, 244.08, \$41,030 of which is from RecycQuebec, to the working fund.

MOVED BY Councillor Theresa van Erp

SECONDED BY Councillor Amanda St. Jean

ADOPTED UNANIMOUSLY

#54-04-2013

(6.1.6) SUPPORT FOR RESOLUTION

#55-04-2013

BE IT RESOLVED THAT the Municipality will advise the MRCVG of its support of Lac-Ste-Marie's resolution which calls for the establishment of a local committee made up of representatives from Low, LSM, Denholm and Kazabazua to consider all aspects of the crown land expansion management plan.

MOVED BY Councillor Carole Robert

SECONDED BY Councillor Charles Kealey

ADOPTED UNANIMOUSLY

(6.1.7) SUPPORT FOR RESOLUTION

#56-04-2013

BE IT RESOLVED THAT the Municipality supports the Municipality of Moncerf-Lytton's resolution concerning their demand to access the municipal court in the MRC des Collines.

MOVED BY Councillor Theresa van Erp

SECONDED BY Councillor Carole Robert

ADOPTED

(6.1.8) BYLAW #001-2013 COUNCIL PROCEDURES

MUNICIPALITY OF LOW

BY-LAW NUMBER 001-2013

REGARDING COUNCIL DECORUM AND PROCEDURES

WHEREAS articles 490 and 491 of the Municipal Code allow Council to apply rules of conduct for proceedings in order to maintain good order;

WHEREAS Council recognizes the current timeliness of adopting such legislation;

WHEREAS notice was given during the regular sitting of Council held February 4th, 2013, that this By-law proposal would be tabled for adoption;

#54-04-2013 **THEREFORE, BE IT RESOLVED** by Councillor Amanda St. Jean, seconded by Councillor Theresa van Erp and opposed by Council Albert Kealey, that the Council of the Municipality of Low decrees and instates the following:

ARTICLE 1 - ABBREVIATIONS

Council: Low Municipal Council or Committees; also designates the whole of the Members of Council.

ST/DG: Secretary-Treasurer / Director General of the Municipality of Low.

ARTICLE 2 – RULES OF CONDUCT DURING PROCEEDINGS

This By-law is applicable during Council proceedings at all times where it becomes necessary to re-establish order to the debating behaviour or content.

CHAPTER 1: DATE, TIME, LOCATION OF COUNCIL SITTINGS – QUORUM

ARTICLE 3 – MEETING DATES

Council holds regular sittings on the first Monday of every month. If the designated Monday is a statutory holiday, the sitting is held on the next Monday of the following week.

ARTICLE 4 – MEETING LOCATION - Municipal Code art. 145

Council sits at the Heritage Hall, located at 4C d'Amour Road, Low, Quebec, J0X 2C0.

ARTICLE 5 – MEETING TIME

Council sittings begin at 7:00 PM.

However the Mayor may, to allow for special circumstances, change sitting times.

The ST/DG must give written notice of changes of the meeting time to the other Council members.

ARTICLE 6 – QUORUM - Municipal Code art. 147

Including His Worship the Mayor, "Council quorum is a majority of its members".

CHAPTER II: AGENDA

ARTICLE 7 – REGULAR ORDER OF BUSINESS

Regular business of the Council is normally considered in the following order:

1. Opening of the sitting
 - a. Consultation Plenary, if applicable
 - b. Adoption of the agenda
 - c. Public Question Period
 - d. Public Petitions
 - e. Notice of motion, if applicable
 - f. Adoption of minutes
 - g. Statement of Accounts
 - h. By-laws and other business requiring resolutions
 - i. Unfinished business from previous sittings
 - j. Question period
 - k. Adjournment of the sitting

The Chairperson will address questions in the order they are received, except if to establish monetary amounts or to specify dates, in which case the highest amount and the furthest date will be given priority.

ARTICLE 8 – AGENDA PREPARATION

The agenda is prepared by the ST/DG. His Worship the Mayor or Councillors may add but not remove business from the agenda, unless prior consent is given by the ST/DG. Councillors submit accompanying documents to be considered to either by the Mayor or the ST/DG.

ARTICLE 9 – CONVENING A REGULAR COUNCIL SITTING

The ST/DG will forward the sitting agenda and accompanying documents to the home or email address of each Council Member at least two (2) days prior to the sitting date.

All correspondence, notice or certified mail delivered to this address, as stated on the member's Official Candidate Declaration Form, is considered to be received by the member unless they have otherwise notified the ST/DG.

The ST/DG is not required to read regular or special sitting minutes aloud if they have been received by the members two (2) days prior to the sitting where they are to be adopted.

The ST/DG will diligently produce minutes for all sittings of Council, preferably immediately following the sitting, which will be tabled for adoption at the next scheduled sitting.

CHAPTER III: ADVERTISEMENT OF MEETINGS

ARTICLE 10 – AGENDA PUBLIC DISTRIBUTION

The ST/DG may distribute the agenda to citizens and journalists; accompanying documents must have first been received by Council members before being released publicly.

ARTICLE 11 – PUBLIC NATURE OF SITTINGS - Municipal Code art. 149

"Municipal Council sittings are public" and last for a single sitting, unless adjourned.

ARTICLE 12 – RIGHT TO CHOOSE LANGUAGE OF EXPRESSION – WORKPLACE LANGUAGE NORMS

All persons given the right to speak at Council sittings may do so in their choice of English or French. Workplace communications may be undertaken in both official languages internally and externally as the case requires as per articles 26 and 29.1 of the Charter of the French Language. However, the language of all official documentation on record is French.

CHAPTER IV: PUBLIC QUESTION PERIOD

ARTICLE 13 – PUBLIC QUESTION PERIOD LENGTH - Municipal Code art. 150

“The sitting of the council includes a period during which the persons attending may put Verbal questions to the council members. The council may, by By-law, prescribe the length of the period, the time at which it is held and the procedure to be followed in putting a question forward”. A maximum of thirty (30) minutes X 2 are reserved for citizen’s questions to Council regarding municipal or public affairs.

The Chairperson reserves the right to censure by veto any inappropriate lines of questioning.

ARTICLE 14 – PUBLIC QUESTION PERIOD PROCEDURE - Municipal Code art. 150

Citizens wishing to express themselves, ask a question or make a recommendation are allowed five (5) minutes speaking time, after which the Chairperson may choose to conclude and hear the next speaker.

It is mandatory that speakers:

1. Move to the designated place for speakers (if applicable);
2. Formulate their remarks so as to directly address the Chairperson and to avoid lengthy presentations. The Chairperson answers all questions and may request that other members of Council add details verbally or in written form, or during an ulterior meeting with municipal administrators;
 - i. First introduce themselves by name and address (if applicable);
 - ii. Present different issues as separate questions, with only one (1) rebuttal or clarification question by the citizen per issue. The Chairperson may grant a single person the right to ask several questions consecutively after all other questions have been asked;
 - iii. Refrain from making injurious comments or using foul language;
 - iv. Only issues relating the public interest will be acceptable, as opposed to matters between private parties which do not involve the Municipality or its business.

ARTICLE 15 – EXTENDING THE PUBLIC QUESTION PERIOD

The duration of the Public Question Period may be lengthened by a unanimous or majority vote of Council members present.

CHAPTER V: COUNCIL GOVERNANCE

ARTICLE 16 – CALL TO ORDER

Upon quorum at the designated meeting time, the chairperson calls for order and the meeting begins. Council reserves the right to record meetings, but must advise the chamber at the beginning of the session. All others wishing to record the meeting must first advise the ST/DG or the presiding chairperson (mayor or other).

ARTICLE 17 – CHAIRPERSON - Municipal Code art. 158

“Council sittings are chaired by its head or by the acting mayor.”

In their absence, the sitting is chaired by the ST/DG and immediately elects “one of its members among those present” by resolution, duly moved and seconded.

ARTICLE 18 – LACK OF QUORUM - Municipal Code art. 155

“When quorum cannot be observed, two (2) members of Council may adjourn the sitting at the expiration of one (1) hour from the time it is established that there is no quorum;

The hour of the adjournment and the names of the members present must be entered in the minutes of the sitting. Special written notice of the adjournment is given by the ST/DG according to the prescriptions of Law”.

ARTICLE 19 – PRESENTATION OF MEETINGS’ BUSINESS

Business to be resolved upon is considered in the order presented in the agenda, unless a majority of Council members present propose otherwise.

CHAPTER VI: CHAIRING COUNCIL SITTINGS

ARTICLE 20 – OBSERVANCE OF ORDER AND DECORUM - Municipal Code art. 159

“The officer presiding over the sitting of the Council maintains good order. They may order that any person, disturbing a sitting of the council, be removed from the place where the sitting is held.”

ARTICLE 21 – EXCUSING THE CHAIRPERSON FROM PROCEEDINGS - Municipal Code art. 158

If the Chairperson must excuse themselves temporarily from the proceedings, proceed as described previously in article 17.

ARTICLE 22 – POINT OF ORDER - Municipal Code art. 159

The Chairperson decides questions of order, saving appeal to the Council.

In cases where the Chairperson provides guidance on good order and due process, the applicable by-law or authority must also be quoted.

ARTICLE 23 – OBSERVING THE RIGHT TO ADDRESS THE FLOOR - Municipal Code art. 159

The Chairperson maintains the healthy functioning and progression of Council sittings, and protects the right of each speaker to address the floor.

ARTICLE 24 – RIGHTS OF THE CHAIRPERSON

The Chairperson may state observations, establish official record, give an opinion on points of order, participate in proceedings, move or second a motion and give notice of motion.

CHAPTER VII: VOTING

ARTICLE 25 – SPLIT VOTES - Municipal Code art. 160 & 161

“Every disputed question is decided by a majority of the votes of the members present, excepting in cases where a provision of law requires a greater number of concordant votes. However, a local municipality may, by by-law, specify the cases in which a disputed question must be decided by a majority greater than the majority required under the first paragraph. If Council remains equally divided, the motion is considered defeated.

ARTICLE 26 – MEMBER VOTING PRIVILEGES AND SANCTIONS - Municipal Code art. 161

“The head of the Council, or any person presiding at a sitting of the Council, shall be entitled to vote but not obliged to do so.” Other Members of Council present must participate in voting, or be liable under the provisions of the Law, except in cases of self-exclusion for cause of personal conflict of interest, according to the Act respecting elections and referendums in municipalities’ art. 361:

“Every member of the council of a municipality who is present at a sitting, when a matter in which he has a direct or indirect pecuniary interest is taken up for consideration, shall disclose the general nature of his interest before discussions on the matter are begun and abstain from participating in the discussions and from voting or attempting to influence the vote on that matter.

Where the matter is taken up for consideration at a sitting not attended by the member, he shall disclose the general nature of his interest at the first sitting attended by the member after becoming aware of that fact.”

All decisions resolved upon by Council must receive a majority vote among members present, unless where Law or By-law requires an absolute majority or the majority of elected members, in such case, the majority required is that of elected members of Council.

The first paragraph also applies to a sitting of any board, committee or commission of the municipality or of a municipal body of which the council member is a member.

When Council deliberations are closed to the public, the member, in addition to complying with the requirements of the first paragraph, shall, after disclosing the general nature of his interest, leave the sitting while the matter is being discussed and voted on.

ARTICLE 27 – VOTING METHOD - Municipal Code art. 161 & 164

All members attending council must vote and do so verbally. A decision not to vote will be fined \$10. Members of Council are free at all times, before the adjournment of the

sitting, to have their dissidence towards a vote or its consequences officially logged in the sitting minutes.

CHAPTER VIII: PROCEEDINGS OF COUNCIL

ARTICLE 28 – CALL TO ORDER - Municipal Code art. 159

The Chairperson directs deliberations so as to uphold polite, calm, dignified behaviour and clear, articulate speech. Disregard of these prescriptions will be interrupted by a call to order, issued by the Chairperson.

When a call to order is issued specifically against one person, they are allowed a brief moment to provide explanations and may appeal the Chairperson's intervention. In such case, the remaining Members of Council vote without deliberating on whether the call to order is stayed or repealed. If no appeal is made, the Chairperson is considered having judiciously exercised their privilege to call members to order and proceedings resume.

ARTICLE 29 – ASSIGNED SEATING

Members of Council are assigned a seat at the regular meeting location. Voting occurs from this seat; members may not excuse themselves from their seat during voting (except in cases of conflict of interest), nor make undue noise or disorder from their seats.

ARTICLE 30 – PARTICIPATING IN PROCEEDINGS

Members of Council wishing to speak, signal the Chairperson. When given the floor, they must address the Chair; make a relevant point; and avoid pejorative connotations or libellous statements. In cases where more than one member speaks simultaneously, the Chairperson will name who will speak first.

ARTICLE 31 – SPEAKING PRIVILEGES OF THE ST/DG – READING OF MOTIONS

Members of Council may exercise their privilege at any time, but without interrupting the person speaking, requiring that the motion wording be read aloud.

Upon request from the Chairperson, the ST/DG may give their opinion, present observations, request explanations from staff, or issue timely suggestions for mediating the business under discussion.

ARTICLE 32 – RIGHT OF REPLY

Council may not consider a motion if it is similar in spirit to another, so as to consider business only once per sitting. Exception is made for verifying understanding of core considerations subsequent to the deliberations, so long as no new commentary is made by the speaker.

Right of reply is granted to those tabling major resolutions or those fundamental to the Council's functioning; right of reply is not granted to those tabling amendments, previous question requests or instructions issued to Committees.

ARTICLE 33 – TIME LIMIT FOR INTERVENTIONS BY COUNCIL

Members of Council must respect a ten (10) minute limit for each intervention, unless otherwise permitted by the Chair.

CHAPTER IX: RESOLUTIONS AND BY-LAWS

ARTICLE 34 – TABLING BY-LAW PROPOSALS AND GIVING NOTICE OF MOTION

In order to be included on the agenda, notices of motion must be given in writing to the ST/DG at least three (3) working days prior to the date of the Council sitting.

ARTICLE 35 – 3-BUSINESS DAY MINIMUM REQUIREMENT

Motions to be tabled should be given in writing to the ST/DG within the timeframe described previously in Article 34.

ARTICLE 36 – BY-LAW PROPOSALS TABLED HEREWITH

Notwithstanding Articles 35 and 36, Council may choose to consider motions tabled during sittings by a majority vote of council members. If passed the item is added to the agenda.

ARTICLE 37 – DELIBERATING BUSINESS IN THE FORM OF MOTIONS

Resolutions are subject to discussions and put to vote only after its wording – a motion - has been duly expressed, moved and seconded, upon which the motion is read aloud by the ST/DG and turned over to plenary discussion.

ARTICLE 38 – UNANIMOUS VOTE OF COUNCIL

Council may request, at any time, that its unanimous consent or dissidence towards a motion be officially logged in the sitting minutes, contrary to the prescriptions described previously in Article 38, so as to highlight unity and solidarity between its Members towards a particular issue. In such case, the motion does not need to be moved and seconded; and is proposed with the following preamble:

“BE IT UNANIMOUSLY MOVED, SECONDED AND RESOLVED BY COUNCIL”.

ARTICLE 39 – RESCINDING A MOTION

A proposed motion may be rescinded by mutual consent between its sponsor and seconder, with consent from a majority of Council members present.

ARTICLE 40 – MOTIONS TO SUSPEND OR POSTPONE PROCEEDINGS

Motions to the effect of adjourning the sitting are receivable at any time except:

1. When someone is speaking
2. During a vote

ARTICLE 41 – ADJOURNMENT

Motions to adjourn proceedings have priority over other business;

Motions to adjourn proceedings are not subject to deliberations and immediately put to vote.

ARTICLE 42 – POSTPONING A SITTING

Motions to postpone the sitting are not subject to deliberations, except in determining a date convenient for resuming the sitting.

ARTICLE 43 – BUSINESS UNDER DISCUSSION

When in the course of deliberations, a question requires answering so as to responsibly decide on the tabled business, no motions are receivable until answer is provided, unless:

1. It is to amend the motion;
2. It is to refer the business to a Committee
3. To table a related document
4. To postpone voting on the matter
5. To request the previous question
6. To propose that the sitting be adjourned or postponed

ARTICLE 44 – REVIEWING BUSINESS

After business has been considered by resolution(s), it cannot be reconsidered until the next sitting, or any other appropriate Council sitting.

ARTICLE 45 – REFERRING BUSINESS TO A COMMITTEE

Motions to refer business to its own committee are not subject to deliberations.

Adopting a motion to refer business to its own committee does not conclude the consideration of other relevant motions.

ARTICLE 46 – AMENDING OR SUB-AMENDING A MOTION

Amendments or sub-amendments to a motion may be moved and seconded, except in the following cases:

1. They do not relate to the business under discussion;
2. The amendment modifies the type of motion being proposed;
3. The amendment distorts the spirit of the main motion;
4. The amendment's effect is to nullify the main motion;

Sub-amendments may not be further amended. Further guidelines may be applicable to the eligibility of sub-amendments.

ARTICLE 47 – EDITING BY AMENDMENT – RETRACTIONS/ADDITIONS

When amendments are proposed in order to omit, rewrite or add an item to the main motion's wording, the amendment must first be read aloud; then the words to substitute and their replacements; and finally the wording as amended.

When amendments are proposed, Council must consider it before other motions. If the amendment wins favour by a majority vote, the main motion is allowed further plenary discussion time or put to vote. Voting for or against amendments observes the same procedure as voting on regular motions.

ARTICLE 48 – BLOC VOTING ON AMENDMENTS

Amendments often accumulate as members read and scrutinize the wording of the motion. If one or more amendments are made to a motion that has not yet been decided on, voting shall proceed on the last amendment made and follow with each previous amendment until the main motion can be put to vote. If an informal consensus is observed on the whole of the suggested amendments, Council may choose to put them all to vote simultaneously (ie bloc voting).

ARTICLE 49 – ORDER PRIOR TO VOTING

When the Chairperson calls the Council to order for voting, silence must be observed. Those voting for and against the motion are called and officially recorded in the sitting minutes.

ARTICLE 50 – RAISING A QUESTION OF PRIVILEGE

Questions of privilege may be raised at any time and take precedence on all other matters being considered. The intervention expressed must relate to presumed or perceived injurious comment made against the speaker or their rights. The Chairperson must agree to consider the matter injurious or the proceedings are resumed.

ARTICLE 51 – BY-LAWS - Municipal Code art. 445

By-laws must be introduced by notice of motion, even if tabled herewith, read aloud and considered at a later sitting.

ARTICLE 52 – GIVING NOTICE OF MOTION

Notices of motions must clearly explain the overall spirit of the By-law proposal.

ARTICLE 53 – PETITIONS

All petitions to Municipal Council must be presented bearing the name of the petitioner and the object of the petition on the back, so as to be legible by the ST/DG who acknowledges and certifies its object and dates it.

CHAPTER X: SPECIAL SITTINGS

ARTICLE 54 – CONVENING SPECIAL SITTINGS OF COUNCIL - Municipal Code art. 152

“A special sitting of Council may be convened at any time by the chair, by the secretary-treasurer or by two members of such council, by giving special notice in writing of such sitting to all the members of the council, other than those convening the same.”

All special sittings will convene at the regular meeting location as described in Article 4.

ARTICLE 55 – NOTICE OF CONVOCATION TO MEMBERS OF COUNCIL - Municipal Code art. 156

“The notice of convocation of a special sitting of the council must be given to each member of the council at least two (2) days before the date fixed for the sitting.”

ARTICLE 56 – ELIGIBLE BUSINESS DURING SPECIAL SITTINGS - Municipal Code art. 153

“At a special sitting, only the subjects or matters mentioned in the Council convocation notice may be taken into consideration, except with the unanimous consent of the members of the Council if they are all present.”

ARTICLE 57 – SITTINGS WITHOUT NOTICE OF CONVOCATION

If all members of Council are present, they may convene a special sitting without prior notice of convocation. The agenda must be agreed upon unanimously, or the sitting cannot be opened.

CHAPTER XI: COMMITTEES

ARTICLE 58 – CREATING A COMMITTEE - Municipal Code art. 82

“The Council may appoint committees composed of as many of its members as it deems advisable, with power to examine and study any question whatever.” His Worship the Mayor names the Councillors who will sit on a Committee by tabling a motion to this effect. Committees may be permanent or ad hoc, and may be charged with investigating any of the following subjects or any other subject deemed of interest to the Municipality: Administration, Public Works, Accounting and Tax Collection, Culture and Recreation, Environment and Development, Public Safety, Human Resources, Public Hygiene and Waste Management, Roads, Fire Protection, Library service, Heritage. According to the mandate entrusted to the Committee, nominations are made among Members of Council or selected representatives. Committees may call upon any member of the Municipality’s Staff.

The ST/DG nominates Municipal Staff representatives, if applicable.

The Mayor may replace any Committee Member according to his best judgment. Members having been absent from three (3) consecutive Committee meetings are recalled by the Mayor.

Permanent Committees are deemed created for the duration of the current fiscal year. Ad hoc Committees are given mandates with specific deadlines.

ARTICLE 59 – COMMITTEE GUIDELINES

Quorum is formed with a majority of Committee members. The Chairperson is considered as a full member.

His Worship the Mayor sits ex officio on all Committees, where he may exercise his voting privileges if he chooses. The ST/DG also sits on all Committees, but may not take part in voting.

Councillors who do not sit on a Committee may attend its meetings, but may not intervene.

Committees report to Council on their work via their Chairperson or via a written report authored by a majority of its members; and no report of a committee has any effect whatever until it has been adopted by the Council at a regular sitting.

ARTICLE 60 – INTERPRETATION

1. No disposition of this By-law may be interpreted so as to restrict the powers conferred to members of Council by Law;
2. The preamble to this By-law, as tabled for adoption, constitutes an integral part of its text and structures its interpretation.

ARTICLE 61 – GENDER NEUTRALITY

Where possible, terminology employed in this text was chosen so as to not express discrimination towards either gender. If the masculine form was used exclusively such as to shorten the text, it should be understood that the regulation equally applies to women.

CHAPTER XII: ABROGATION & ENTRY INTO FORCE

ARTICLE 62

Adoption of this By-law effectively abrogates and replaces all By-laws regarding the same subject.

ARTICLE 63

This By-law will enter into force upon meeting the requirements of the Law.

Franceska Gnarowski
Secretary-Treasurer and Director General
Morris O'Connor
Mayor

ADOPTED

(6.1.9) BUILDING REPORT

WHEREAS THE library has suffered a severe infiltration of water;

WHEREAS THE library must be closed indefinitely;

WHEREAS THE level of mould is high due to ongoing moisture in the basement;

#58-04-2013

THEREFORE, BE IT RESOLVED THAT the Municipality of Low seek a professional opinion on the integrity of the building.

MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Amanda St. Jean
ADOPTED UNANIMOUSLY

(6.1.10) AIR QUALITY

#59-04-2013

BE IT RESOLVED THAT the Municipality of Low authorizes an expenditure of up to \$1500 to have an air quality report done of the basement and the first floor, by EcoPlus.

MOVED BY Councillor Carole Robert
SECONDED BY Councillor Maureen Rice
ADOPTED UNANIMOUSLY

(6.1.11) CALL TRANSFER

#60-04-2013

BE IT RESOLVED THAT the Municipality transfer its emergency calls from the weekend to Normand Schnob's cell number.

MOVED BY Councillor Theresa van Erp
SECONDED BY Councillor Albert Kealey
ADOPTED UNANIMOUSLY

6.2 ROADS

(6.2.1) REPORT

A brief report is provided by Councillor Charles Kealey, Chair of the Public Works Committee.

(6.2.2) CALCIUM

WHEREAS THE municipality received two submissions to a call for a supply of calcium:

Sel Warwick	360.00 \$/1000kg
Somavrac	374.74 \$/1000kg

#61-04-2013

THEREFORE, BE IT RESOLVED THAT the Municipality of Low authorize the purchase of calcium from Sel Warwick at a cost of \$360/ton.

MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Albert Kealey
ADOPTED UNANIMOUSLY

(6.2.3) CULVERTS

WHEREAS THE municipality received three submissions to a call for a supply of culverts and collars:

McClelland	5 752.27 \$ plus taxes
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H. Lafrenière	6 110.37 \$ plus taxes
Métal Gosselin	6 496.93 \$ plus taxes

#62-04-2013

THEREFORE, BE IT RESOLVED THAT the Municipality of Low authorizes the purchase of culverts and collars from McClellands, at a cost of \$5752.27.

MOVED BY Councillor Theresa van Erp
SECONDED BY Councillor Charles Kealey
ADOPTED UNANIMOUSLY

6.3 PUBLIC SAFETY

(6.3.1) REPORT

Councillor Carole Robert gives a report of the Low Fire Department's activities.

(6.3.2) REPORT 9-1-1

Included in the general report.

(6.3.3) LOAN OF THE 1979 TANKER

WHEREAS THE Kazabazua Fire Department has requested the loan of the 1979 tanker while they get their tanker repaired;

WHEREAS THE Municipality of Low's insurance permits this as long as Kazabazua proves that they are covered by a comprehensive plan;

#63-04-2013

THEREFORE, BE IT RESOLVED THAT the Municipality approve the loan of the tanker; that the municipality send a copy of the resolution to the insurer and to the municipality of Kazabazua.

MOVED BY Councillor Albert Kealey
SECONDED BY Councillor Theresa van Erp
ADOPTED UNANIMOUSLY

(6.3.4) REPAIRS 1979 TANKER

#64-04-2013

BE IT RESOLVED THAT Council approve the transfer of the costs plus applicable taxes from the reserved surplus for the fire truck for the repairs and ULC testing of the tanker.

MOVED BY Councillor Carole Robert
SECONDED BY Councillor Maureen Rice
ADOPTED UNANIMOUSLY

(6.3.5) WORKING CONDITIONS

WHEREAS THE Low Fire Department is a service of the municipality;

WHEREAS THE fire fighters are employed by the municipality as volunteer fire fighters;

WHEREAS any employee has a right to understand his/her working conditions;

WHEREAS THE Director General in collaboration with the Security Committee developed a working conditions policy;

WHEREAS THE security Committee recommends that council adopt it;

#65-04-2013

THEREFORE, BE IT RESOLVED THAT Council adopt the document known as "*Working Conditions For The Employees Of The Fire Department In Low*" as an official policy of the Municipality of Low.

MOVED BY Councillor Carole Robert
SECONDED BY Councillor Amanda St. Jean
OPPOSED BY Councillor Albert Kealey and Councillor Maureen Rice
ADOPTED

(6.3.6) PROMOTION –FIRE CHIEF

WHEREAS Ghyslain Robert is currently registered for the officer course that will be completed at the end of 2013;

WHEREAS once he completes the course, he will meet the exigencies of the Risk Management Plan;

WHEREAS the Public Security Committee has recommended the promotion of Ghyslain Robert to the position of Chief of the Low Fire Department for the probationary period of 18 months;

#66-04-2013

THEREFORE, BE IT RESOLVED THAT Council accept the Security Committee's recommendation and that he Ghyslain is hereby promoted to the position of Chief for a probationary term of 18 months.

MOVED BY Councillor Carole Robert
SECONDED BY Councillor Maureen Rice
OPPOSED BY: Charles Kealey
ADOPTED

(6.3.7) PROMOTION – DEPUTY FIRE CHIEF

WHEREAS the Public Security Committee has recommended the promotion of Jim Routliffe to the position of Deputy Chief of the Low Fire Department for the probationary period of 18 months;

#67-04-2013

THEREFORE, BE IT RESOLVED THAT Council accept the Security Committee's recommendation and that Jim Routliffe is hereby promoted to the position of Deputy Chief for a probationary term of 18 months.

MOVED BY Councillor Albert Kealey
SECONDED BY Councillor Amanda St. Jean
ADOPTED UNANIMOUSLY

(6.3.8) PROMOTION LIEUTENANT

WHEREAS the Public Security Committee has recommended the promotion of Jesse Tait to the position of Lieutenant of the Low Fire Department for the probationary period of 18 months;

#68-04-2013

THEREFORE, BE IT RESOLVED THAT Council accept the Security Committee's recommendation and that he Ghyslain is hereby promoted to the position of Chief for a probationary term of 18 months.

MOVED BY Councillor Amanda St. Jean
SECONDED BY Councillor Maureen Rice
ADOPTED UNANIMOUSLY

(6.3.9) EQUIPMENT PURCHASE

#69-04-2013

BE IT RESOLVED THAT Council approve the purchase of 2 bunker suits; 2 coveralls; 100 feet of 4 inch hose and 300 feet of 1.5 inch hose as well as 4 helmets for a total of \$6500 including applicable taxes.

MOVED BY Councillor Theresa van Erp
SECONDED BY Councillor Maureen Rice
ADOPTED UNANIMOUSLY

(6.3.10) FIRST RESPONDERS

#70-04-2013

BE IT RESOLVED THAT Council approve the establishment of a committee of volunteers to look into the matter of a first responder service in Low; that the committee submit a report by September 20th 2013 and that Albert kealey be named Chair of the committee.

MOVED BY Councillor Amanda St. Jean
SECONDED BY Councillor Maureen Rice
ADOPTED UNANIMOUSLY

(6.3.11) GROUP PURCHASE

#71-04-2013

BE IT RESOLVED THAT Council approve the group purchase of an air compressor for the fire services of Low, Kazabazua, LSM, Denholm, and Gracefield, facilitating the process of re-filling tanks and cutting costs.

MOVED BY Councillor Albert Kealey

SECONDED BY Councillor Maureen Rice

ADOPTED UNANIMOUSLY

6.4 HYGIENE

(6.4.1) REPORT

A meeting is requested and that Liette Hickey be present to explain the finances around the blue bins.

6.5 URBANIZATION

(6.5.1) REPORT

No report.

6.6 RECREATION & CULTURE

(6.6.1) REPORT

Councillor Rice presents the activities for the month.

(6.6.2) ADOPTION OF BYLAW #002-2013 ON THE OPERATIONS OF THE LIBRARY

**BYLAW #002-2013
MUNICIPAL LIBRARY OF LOW**

WHEREAS the Municipality of Low established a library by virtue of a contract;

WHEREAS the municipality can, by virtue of the *Loi sur le ministère de la Culture et des Communications*, define the conditions and rules by which the library will operate via resolution of council;

#72-04-2013

THEREFORE, BE IT RESOLVED by Councillor Carole Robert and seconded by Councillor Charles Kealey that the following be adopted:

1. LIBRARY MANAGEMENT

The library committee is a team of individuals that assumes responsibility for the daily business of the library; for the promotion of the library and its development. The committee is responsible for planning, for the promotion and control of services, and for the activities and resources of the library as ratified by the Municipality. The library committee has no legal status.

The committee assumes the following responsibilities:

Ensure there is access to the goods and services of the library; plans the activities and services of the library; develops activities and services; promotes the library; ensures optimal use of the expertise and services of the CRSBP.

The members of the library committee are volunteers. The remunerated personnel, responsible for fulfilling other tasks, must support the committee.

2. MEMBERSHIP

Membership in the library is free of charge for the resident population. Each membership is individual. A member must have a card in order to borrow books or DVDs or to use the services of the library.

3. FEES FOR SERVICES

The library may charge fees for the following services:

Photocopies 0.30\$ or 0.50\$ (colour)

4. MEMBERSHIP CATEGORIES

The YOUTH category includes those who are 14 years of age or less.

The ADULT category includes those who are 15 years of age and over.

5. HOURS OF OPERATION

The hours of operation are:

Monday 8-12PM

Wednesday 8-12PM

Friday 6-8PM

Saturday 10-1PM

6. CONSULTING DOCUMENTS

Members may consult documents held by the library free of charge. Member should return documents to the circulation desk for shelving.

7. CIRCULATION OF DOCUMENTS

- Members may borrow up to 5 books, up to 3 magazines, 2 DVDs at a time.
- Members may borrow books and magazines for up to three weeks.
- Members may borrow DVDs for up to three days.
- Members may borrow passes for up to two weeks.
- Members may renew their item by phone or in person up to three times as long as it is not reserved by another member.
- A member may reserve up to three items. The reservation stays valid for up to ten days, after which the item is returned to circulation.

8. LIBRARY FINES

Members who are late returning items are subject to a fine of 0.10 per book per day. The late fee shall not exceed the cost of replacing the item. Should an item be lost or damaged the fine issued will be in accordance with CRSBP policy, which is accessible in the library.

9. RESPONSIBILITIES OF THE MEMBER

The borrower is fully responsible for the items registered in his/her name. Members must respect all the library's rules and conditions of membership. It is forbidden to smoke, drink or eat in the library.

10. RESPONSIBILITIES OF THE LIBRARY

The library reserves the right to revoke the privileges of a member in cases where there are unpaid fines, where damages to library property

are ongoing or following in appropriate behaviour as judged by the library committee.

This bylaw has been adopted at a regular sitting of Council April 8, 2013.

(6.6.3) ANNUAL REPORT

#73-04-2013

BE IT RESOLVED THAT Council accept the annual report on the activities of the library given by the President of the Library Committee, Sherrill Owen.

MOVED BY Councillor Theresa van Erp
SECONDED BY Councillor Maureen Rice
ADOPTED UNANIMOUSLY

7.0 VARIA

(7) QUESTION PERIOD

From 8 p.m. to 8:30 p.m.

(8) ADJOURNMENT

#74-04-2013

BE IT RESOLVED THAT the meeting be closed at 8:30 p.m.

MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Theresa van Erp
ADOPTED UNANIMOUSLY

Mayor

Director General/Secretary-Treasurer

" I, Morris O'Connor, Mayor, certifies that the signature of these minutes is equivalent to my signature on all resolutions in the above document and this according to article 142 (2) of the Municipal Code. "