

**CANADA  
PROVINCE OF QUÉBEC  
MUNICIPALITY OF LOW**

**MINUTES** of the regular meeting of members of the Council of the Municipality of Low, held this 2<sup>nd</sup> day of December, 2013 at 7:00 p.m. in Heritage Hall, 4A d'Amour Rd., Low, Quebec, J0X 2C0 and presided over by Mayor Morris O'Connor.

Those present are: Councillors Joanne Mayer, Amanda St. Jean, Michèle Logue-Wakeling, Lynn Visentin, Christopher Brownrigg and Charles Kealey.

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

**(1) OPENING**

Quorum is established and the meeting is officially opened by his Worship the Mayor, Morris O'Connor.

**(2) QUESTION PERIOD**

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

**(3) MINUTES**

**#188-12-2013**

**BE IT RESOLVED THAT** the minutes of the regular meeting of November 12<sup>th</sup>, 2013 be adopted as presented.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Lynn Visentin

**ADOPTED UNANIMOUSLY**

**(4) AGENDA**

**#189-12-2013**

**BE IT RESOLVED THAT** the agenda be adopted as presented and that it remain open.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Amanda St. Jean

**ADOPTED UNANIMOUSLY**

**(5) BILLS TO BE PAID**

**#190-12-2013**

**BE IT RESOLVED THAT** the list of invoices #12-2013, totalling \$43,822.12 be hereby accepted as presented;

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

**MOVED BY** Councillor Christopher Brownrigg

**SECONDED BY** Councillor Amanda St. Jean

**ADOPTED**

**CERTIFICATE**

I, undersigned, Director General/Secretary-Treasurer, do hereby certify that funds are available for the expenses mentioned in resolution #190-12-2013, as approved by Council.

*Franceska Gnarowski*  
Director General/Secretary-Treasurer

**(6) ADMINISTRATION**

**(6.1) MAYOR'S REPORT**

The Mayor provides a report on November's activities.

**(6.1.1) EXECUTIVE COMMITTEE REPORT**

A brief report is provided by Councillor Joanne Mayer, Chair of the Administration Committee.

**(6.1.2) NOTICE OF MOTION**

Notice of motion is given by Councillor Charles Kealey that at a subsequent meeting of council a bylaw regarding the seasonal closing of Wiggins Rd. shall be considered.

**(6.1.3) BLUE BIN CREDIT**

**WHEREAS** Council has determined that the amount charged to tax payers for the blue recycling bins was \$13.40 in excess of the amount that should have been charged ;

**#191-12-2013**

**THEREFORE BE IT RESOLVED THAT** the council of the Municipality of Low approves a credit of \$13.40 to be included in the 2014 tax statements sent to all taxpayers as a corrective measure.

**MOVED BY:** Councillor Michèle Logue-Wakeling

**SECONDED BY:** Councillor Amanda St. Jean

**ADOPTED UNANIMOUSLY**

**(6.1.4) CORRECTION RESOLUTION #175-11-2013**

**WHEREAS** Council has determined that resolution #175-11-2013 regarding the payment of bills for the month of November in the amount of \$434,786.85 contains an error in that it includes the bills for the month of October;

**#192-12-2013**

**BE IT RESOLVED THAT** Council approve a correction to the resolution in order to reflect the real amount of bills to be paid in November, that is \$250,853.72

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Joanne Mayer

**ADOPTED UNANIMOUSLY**

**(6.1.5) R.I.A.M**

**#193-12-2013**

**BE IT RESOLVED THAT** council name Morris O'Connor, Mayor as representative of the municipality to the board of R.I.A.M (*Régie intermunicipale de l'aéroport de Maniwaki*) and that in the case of his absence, Deputy Mayor, Joanne Mayer, take his place.

**MOVED BY** Councillor Amanda St. Jean

**SECONDED BY** Councillor Lynn Visentin

**ADOPTED UNANIMOUSLY**

**(6.1.6) FQM**

**WHEREAS** article 178.1 of the Municipal Code stipulates that a municipality must contribute to the financing of either the Quebec Municipal Federation or the Union of Quebec Municipalities;

**#194-12-2013**

**BE IT RESOLVED THAT** council approve the annual contribution of \$958.37 to the Quebec Municipal Federation for 2014.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Christopher Brownrigg

**ADOPTED UNANIMOUSLY**

**(6.1.7) DONATION**

#195-12-2013

**BE IT RESOLVED THAT** council approve a donation of \$200 to the CLSC in Low and \$100 to the Gracefield Parish for their respective food banks as well as \$200 to the Kazabazua Christmas dinner.

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

**(6.1.8) HIRE**

#196-12-2013

**BE IT RESOLVED THAT** council confirm the hiring of Eric Ball as assistant to parks and urban planning as the result of an Emploi Quebec grant.

**MOVED BY** Councillor Lynn Visentin  
**SECONDED BY** Councillor Michèle Logue-Wakeling  
**ADOPTED UNANIMOUSLY**

**(6.1.9) EMPLOI QUEBEC**

#197-12-2013

**BE IT RESOLVED THAT** council approve a request to Emploi Quebec for the position of assistant to recreation and urban planning.

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

**(6.1.10) COUNCIL MEETING CALENDAR**

#198-12-2013

**BE IT RESOLVED THAT** council adopt the following calendar of council meeting dates:

Month	Time	Place
13 January	7PM	Heritage Hall
3 February	7PM	Heritage Hall
3 March	7PM	Heritage Hall
7 April	7PM	Heritage Hall
5 May	7PM	Heritage Hall
2 June	7PM	Heritage Hall
7 July	7PM	Heritage Hall
11 August	7PM	Heritage Hall
8 September	7PM	Heritage Hall
6 October	7PM	Heritage Hall
3 November	7PM	Heritage Hall
1 December	7PM	Heritage Hall

**MOVED BY** Councillor Amanda St. Jean  
**SECONDED BY** Councillor Lynn Visentin  
**ADOPTED UNANIMOUSLY**

**(6.1.11) TAX ARREARS**

**WHEREAS** the director general secretary treasurer must, each year, submit a list of all taxpayers in arrears to the municipality, as indicated in the evaluation role;

#199-12-2013

**THEREFORE BE IT RESOLVED THAT** council accept the list of taxpayers in arrears to the municipality as presented by the Director General;

**THAT** a statement of accounts receivable be sent to indebted taxpayers;

**THAT** all accounts in arrears between 2011 and 2013 that have not been paid in full by the end of February 2014 be sent to the municipality's legal counsel and that he be mandated to collect all dues;

**THAT** the Director General do what is necessary to collect unpaid taxes as according to the law;

**MOVED BY** Councillor Michèle Logue-Wakeling  
**SECONDED BY** Councillor Charles Kealey  
**ADOPTED UNANIMOUSLY**

**(6.1.12) CLEANING CONTRACT**

**#200-12-2013**

**BE IT RESOLVED THAT** council approve the renewal of the cleaning contract with Micheline Sarazin for the amount of \$365/month and that the Director General be authorized to sign the contract on behalf of the municipality.

**MOVED BY** Councillor Amanda St. Jean

**SECONDED BY** Councillor Lynn Visentin

**ADOPTED UNANIMOUSLY**

**(6.1.13) HOLIDAY CLOSING**

**#201-12-2013**

**BE IT RESOLVED THAT** council approve the closing of the municipal offices from the 24 of December 2013 to the 5 of January 2014 inclusive.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Joanne Mayer

**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) SIGNAGE**

**#202-12-2013**

**BE IT RESOLVED** that council approve the purchase of 2 signs indicating the closure of Wiggins Road.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Michèle Logue-Wakeling

**ADOPTED UNANIMOUSLY**

**(6.2.3) FURNACE**

**#203-12-2013**

**BE IT RESOLVED** that council approve the purchase of a furnace for the municipal garage at a cost of \$4000 plus applicable taxes.

**MOVED BY** Councillor Joanne Mayer

**SECONDED BY** Councillor Charles Kealey

**ADOPTED UNANIMOUSLY**

**6.3 PUBLIC SAFETY**

**(6.3.1) REPORT**

A brief report is provide by Michèle Logue-Wakeling, Chair of the Public Security Committee.

**(6.3.2) TRAINING**

**#204-12-2013**

**BE IT RESOLVED** that council approve Fire Fighter 1 stage 3 training for Maureen Rice, Jesse Tait, Travis Picard and Ellen Brownrigg.

**MOVED BY** Councillor Lynn Visentin

**SECONDED BY** Councillor Amanda St. Jean

**ADOPTED UNANIMOUSLY**

**6.4 ENVIRONMENT**

**(6.4.1) REPORT**

No report.

**(6.4.2) AUTHORIZATION**

**WHEREAS** the agreement between the MRC des Collines and the municipality concerning the transfer of waste expires at the end of December 2013;

**WHEREAS** without an agreement the municipality cannot provide a waste removal service;

**#205-12-2013**

**THEREFORE BE IT RESOLVED** that council authorize the mayor and the director general to negotiate and sign said agreement for the coming years on behalf of the municipality.

**MOVED BY** Councillor Christopher Brownrigg  
**SECONDED BY** Councillor Michèle Logue-Wakeling  
**ADOPTED UNANIMOUSLY**

#### **6.5 URBAN PLANNING**

##### **(6.5.1) REPORT**

A brief report is provide by Councillor Amanda St. Jean, Chair of the Urban Planning Committee.

##### **(6.5.2) CPTAQ**

**WHEREAS** article 40 of the law « *Loi sur la protection du territoire et des activités agricoles* » stipulates that a residence may be built in an agricultural zone if the primary activity is agricultural in nature;

**WHEREAS** the applicant is known to be an active third generation farmer in the community;

**WHEREAS** the addition of a residence will not alter the homogeneous nature of the surrounding agricultural activity;

**#206-12-2013**

**THEREFORE, BE IT RESOLVED THAT** council approve the request for the construction of a residence for the property identified as #4276-09-9955 because it wants to encourage the intensification of agricultural activity in the territory.

**MOVED BY** Councillor Amanda St-Jean  
**SECONDED BY** Councillor Lynn Visentin  
**ADOPTED UNANIMOUSLY**

#### **6.6 RECREATION & CULTURE**

##### **(6.6.1) REPORT**

No report

#### **6.7 MISCELLANEOUS**

##### **(6.7.1) PAYMENT**

**#207-12-2013**

**BE IT RESOLVED THAT** council approve the payment of \$6898.50 to the auditor for the mid-term audit.

**MOVED BY** Councillor Michèle Logue-Wakeling  
**SECONDED BY** Councillor Amanda St. Jean  
**ADOPTED UNANIMOUSLY**

##### **(8) ADJOURNMENT**

**#208-12-2013**

**BE IT RESOLVED THAT** the meeting be closed at 8:35 p.m.

**MOVED BY** Councillor Charles Kealey  
**SECONDED BY** Councillor Lynn Visentin  
**ADOPTED UNANIMOUSLY**

*Morris O'Connor*  
Mayor

*Franceska Gnarowski*  
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."