

**CANADA
PROVINCE OF QUÉBEC
MUNICIPALITY OF LOW**

MINUTES of the regular meeting of members of the Council of the Municipality of Low, held this 5th day of May, 2014 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 Lynn Visentin, Amanda St. Jean, Joanne Mayer, Michèle Logue-Wakeling, 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) BUSINESS ARISING FROM PREVIOUS MEETING

Response to the suggestion from Ms. Maureen Rice concerning the accessibility of bylaws before adoption by council.

(3) MINUTES

#69-05-2014

BE IT RESOLVED THAT the minutes of the regular meeting of April 8th, 2014 be adopted as presented.

MOVED BY Councillor Christopher Brownrigg

SECONDED BY Councillor Lynn Visentin

ADOPTED UNANIMOUSLY

(4) AGENDA

#70-05-2014

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

MOVED BY Councillor Amanda St. Jean

SECONDED BY Councillor Lynn Visentin

ADOPTED UNANIMOUSLY

(5) BILLS TO BE PAID

#71-05-2014

BE IT RESOLVED THAT the list of invoices #05-2014, totalling \$148,171.08 be hereby accepted as presented;

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

MOVED BY Councillor Michèle Logue-Wakeling

SECONDED BY Councillor Christopher Brownrigg

OPPOSED BY Councillor Joanne Mayer

ADOPTED

CERTIFICATE

I, undersigned, Director General/Secretary-Treasurer, do hereby certify that funds are available for the expenses mentioned in resolution #69-05-2014, as approved by Council.

Director General/Secretary-Treasurer

(6) ADMINISTRATION

(6.1) MAYOR'S REPORT

The Mayor provides no report on February's activities due to month-long absence.

(6.1.1) EXECUTIVE COMMITTEE REPORT

A brief report is presented by Councillor Joanne Mayer, Chair of the Executive Committee.

(6.1.2) NOTICE OF MOTION

NOTICE OF MOTION is hereby given that at a subsequent meeting of council, bylaw #003-2012 concerning waste collection shall be modified.

(6.1.3) NOTICE OF MOTION

NOTICE OF MOTION is hereby given that at a subsequent meeting of council, bylaw #005-1993 concerning permits, #003-1999 concerning tariffs as well as bylaw # 001-2001 concerning minor variances shall be modified to reflect the increase in administrative costs.

(6.1.4) NOTICE OF MOTION

NOTICE OF MOTION is hereby given that at a subsequent meeting of council, bylaw proposals concerning property maintenance and animal control shall be considered.

(6.1.5) FINANCIAL REPORT – GAS TAX

#72-05-2014

BE IT RESOLVED THAT council authorises the preparation of a financial report by the accounting firm Piché/Lacroix for expenses incurred during work done with the gas tax grant.

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

(6.1.6) FINANCIAL REPORT – RECYC QUEBEC

#73-05-2014

BE IT RESOLVED THAT council authorizes the preparation of a financial report by accounting firm Piché/Lacroix for the program known as RECYC-Quebec.

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

(6.1.7) ADJUSTMENT OF TARIFF

WHEREAS the tariff for waste collection for the property known as #4883-35-8209 does not reflect the designation of the property as attributed by the MRCVG;

WHEREAS the tariff as currently applied is applicable to commerce exclusively;

WHEREAS the residents of the property have requested that the tariff be adjusted to reflect the official designation of the MRCVG, which designates the property as a residence;

#74-05-2014

BE IT RESOLVED THAT council authorize the adjustment of the tariff for the property known as 4883-35-8209 for the 2014 taxation year and that the new tariff reflect the designation of a single family residence.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Christopher Brownrigg
ADOPTED UNANIMOUSLY

(6.1.8) SUPPORT RESOLUTION – LAC STE-MARIE

WHEREAS the Alliance des 4 Rives is a not-for-profit established through an inter-municipal agreement between Low, Kazabazua, Lake Ste. Marie and Denholm;

WHEREAS the municipalities of Denholm and Kazabazua have formally removed themselves from the “Alliance des 4 Rives” corporation;

WHEREAS the Alliance must now revise its position regarding its future, given that only the municipalities of Low and Lake Ste. Marie remain;

WHEREAS the management of the tourist information kiosk is now the responsibility of the tourism bureau of the MRCVG;

WHEREAS the navigable corridor on the Gatineau River between Low and Bouchette is currently marked as a result of a grant that the Alliance obtained;

WHEREAS the Alliance no longer has any funds to continue to manage the installation and removal of the buoys;

#75-05-2014

THEREFORE, BE IT RESOLVED THAT council requests that the MRCVG take responsibility for the installation and removal of the buoys in spring and fall respectively on the Gatineau River between Low and Bouchette.

MOVED BY Councillor Charles Kealey

SECONDED BY Councillor Joanne Mayer

ADOPTED UNANIMOUSLY

(6.1.9) REQUEST FOR A CONTRIBUTION – LOW CULTURAL ASSOC.

WHEREAS the Cultural Association of Low requests a financial contribution in support of the performance of an adaptation of local author Brian Doyle’s “Up to Low” by an Ottawa-based theatre group;

WHEREAS the event will take place at Brennan’s Hill Hotel;

WHEREAS several residents of the municipality will be asked to participate;

#76-05-2014

THEREFORE, BE IT RESOLVED THAT council authorise a contribution of \$300 to the Cultural Association of Low for the event in question;

MOVED BY Councillor Amanda St. Jean

SECONDED BY Councillor Lynn Visentin

ADOPTED UNANIMOUSLY

(6.1.10) REQUEST FOR CONTRIBUTION - LVBRA

WHEREAS the LVBRA is requesting a contribution for the municipality for the new floor in Heritage Hall;

WHEREAS the Heritage Hall is an important asset in the community since it hosts a wide variety of recreational events in the community;

WHEREAS the LVBRA did receive a grant of \$25,000 for the floor from the federal government;

WHEREAS the new floor will cost the LVBRA about \$30,000;

#77-05-2014

THEREFORE, BE IT RESOLVED THAT the Low Municipal Council authorizes the donation of \$1000 to the LVBRA as its contribution to the new floor and that the amount be taken from the reserved fund for the rectory.

MOVED BY Councillor Lynn Visentin

SECONDED BY Councillor Christopher Brownrigg

ADOPTED UNANIMOUSLY

(6.1.11) NEW COMPUTERS

WHEREAS the municipal office computers are currently using the Windows XP operating system;

WHEREAS Windows XP is no longer supported by Microsoft and this could present problems regarding viruses and efficiency;

WHEREAS three proposals were received from three different suppliers and that the most cost effective is from Informatique DL, the office’s current supplier and service contract provider;

#78-05-2014

THEREFORE, BE IT RESOLVED THAT the Low Municipal Council approves the purchase of new computers for the municipal office from Informatique DL on a lease basis at a cost of approximately \$150.68/month for three years with the option to purchase at the end.

MOVED BY Councillor Amanda St. Jean
SECONDED BY Councillor Michèle Logue-Wakeling
OPPOSED BY Councillor Joanne Mayer
ADOPTED

(6.1.12) MEASURES TO CORRECT FISCAL IMBALANCE - AMOUNT TO PROVIDE FOR IN FUTURE

WHEREAS accounting adjustments must be applied to the 2013 financial statements of the municipality of Low in order to reflect the new regulations regarding the transfer of payments in force since 2013 as these payments could lead to a fiscal imbalance;

#79-05-2014

THEREFORE, BE IT RESOLVED THAT the Low Municipal Council authorizes the Director General, Franceska Gnarowski, to add to the financial statements for 2013 the amount indicated in “provision for future amounts” in order to compensate for the imbalance and to reprocess in the same manner the comparable exercise in 2012, as recommended by the MAMROT.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Michèle Logue-Wakeling
ADOPTED UNANIMOUSLY

(6.1.13) MUNICIPAL BY-LAW NUMBER #004-2014 – A REVISION OF THE CODE OF ETHICS AND GOOD CONDUCT RELATED TO MUNICIPAL AFFAIRS (BYLAW # 010-2011)

WHEREAS the Municipality of Low adopted bylaw # 010-2011 – Code of Ethics and Good conduct Related to Municipal Affairs in October 2011 as per the dictates of the Government of Quebec’s Bill 109;

WHEREAS article 13 of the *Municipal Ethics and Good Conduct Act* obliges a newly elected council to revise their Code of ethics before the 1st of March following the election;

WHEREAS the Act's objective is to guide and strengthen the trust of citizens, suppliers, partners, officers and municipal employees in elected officials in terms of their behavior, their integrity and impartiality in the decisions they make.

WHEREAS the said *Code of Ethics and Good Conduct related to Municipal Affairs* applicable to its elected council members governs conflicts of interest, favouritism, embezzlement, breach of trust or other misconduct, gifts and other benefits, the utilization of municipal resources for private purposes as well as after term of office;

WHEREAS this Council deems appropriate and in the public interest to conform to the requirements of the *Ministère des Affaires municipales, des Régions et de l'Occupation du Territoire*;

WHEREAS a notice of motion was given during regular session of the present Municipal Council on April 8th, 2014, that by-law #010-2011 would be subject to a revision;

#80-05-2014

THEREFORE, BE IT RESOLVED THAT the council of the Municipality of Low adopts bylaw # 004-2014 concerning the Code of Ethics and Good Conduct related to municipal affairs;

That council decrees the following:

SECTION 1 - OBJECTIVE

1.1 The aim of this by-law is to establish a code of ethics and good conduct applicable to all members of the Municipal Council of the Municipality of Low, who will subscribe to values of integrity and honour when conducting

their duties of members of the Municipal Council, while applying prudence, respect, loyalty, fairness, honesty, objectivity, impartiality, good management in a perspective of the public interest in conducting the affairs of the Municipality of Low.

- 1.2** Members of the Municipal Council must accomplish their duties and lead their private life in such a way as to preserve and maintain the confidence of the public that the decisions of the Municipal Council are carried out in a spirit of integrity, objectivity and impartiality. Further, the members of the Municipal Council must not only exercise integrity, objectivity and impartiality but insure the appearance of such by promoting transparency by an exemplary attitude, which will insure that the public has confidence in the integrity, objectivity and impartiality of the municipal organization.

SECTION 2 – SCOPE

- 2.1** Unless otherwise specified, this by-law applies to every member of the Municipal Council of the Municipality of Low.

SECTION 3 – DEFINITIONS

For the interpretation of this by-law, unless otherwise indicated by the context, the following words and expressions have the following meaning, without limitations:

- 3.1 Benefits :** Any gift, donation, favour, reward, service, commission, earnings, payment, indemnity, compensation, benefit, profit, advance, loan, abatement, discount, or any other useful or profitable item of similar nature or promise of such benefit.
- 3.2 Code of ethics :** Generally, the *Code of Ethics and Good Conduct related to Municipal Affairs* is a learning tool, a set of guidelines, an honour code to be observed but which can also bring penalties for offenders as described in Sections 31 and 32, under part III of the *Loi sur l'ethique et la deontologie en matiere municipale*, and have political consequences for whoever does not abide by the Code.
- 3.3 Committee :** Any committee of the Municipal Council of the Municipality of Low constituted by municipal ruling under section 82 of the municipal code.
- 3.4 Council :** The Municipal Council of the Municipality of Low.
- 3.5 Good conduct :** Good conduct relates to the rules of conduct expected from the point of view of duties and obligations derived from values and ethics. Good conduct is a rule to direct the conduct and prescribe what is prohibited and what is allowed. Its application is often almost judicial and is based on judicial principles, which are binding and enforceable.
- 3.6 Associated entities :** Corporation, business co-operative, association or legal entity involved in a business relation or other relation with a member of the Municipal Council of the Municipality of Low.
- 3.7 Ethics :** Ethics is a concept which helps guide individuals in choosing what attitude to adopt in a given situation. It is a framework of rules to guide human conduct, and its application is based on self-discipline to be exercised by the individual involved.

It is an exercise of judgment based on values, standards and issues which serve to direct one's conduct and to make enlightened decisions in a given situation. From a practical point of view, it refers to a set of values, rules and judgments to direct the choices of an individual or groups.

It must not be construed as a control system, but more like a responsible demonstration of judgment and discernment in difficult situations.

- 3.8 Honour and Integrity attached to the duties of Municipal Councillors:** Any member of the Municipal Council acts with honour relating to their duty, which means constant application of certain values such as: prudence, respect, loyalty and fairness.
- Councillors should be conscious of the important privilege being conferred upon them as elected officials.

- Councillors should be attentive to the community's needs.
- Councillors should comply with both the spirit and letter of the laws and regulations of the municipality and demonstrate honesty above reproach.
- Councillors should ensure effective communication and transparency regarding the activities of the municipality.

3.9 Private interest : Interest of the individual, direct or indirect, financial or not and which can be distinguished from the public interest in general or can be perceived as such by a person reasonably well informed.

3.10 Loyalty to the Municipality: Any member of the Municipal Council is representing the interest of the Municipality of Low.

3.11 Member: A member of a committee, whether member of the Municipal Council or not.

3.12 Member of the immediate family: The spouse as determined in the *Loi sur les normes du travail*, the parents and descendants, brothers and sisters and their spouses or other family member.

3.13 Council member: The mayor and the council members constitute the members of the Municipal Council of the Municipality of Low.

3.14 Municipality: The Municipality of Low.

3.15 Resource-person: A person designated by the Municipal Council to participate in the work of the Advisory committee of urban planning or any other committee, but who is not a member and has no voting right. The resource-person must abide by the same rules and obligations as the member, but this person can be assigned a contract or a responsibility by the Municipality. The fact that a resource-person is an employee of the Municipality or holds a professional mandate as a consultant to the Municipality is not deemed to constitute a conflict of interest. This by-law does not apply to those having an interest in the sense of the Section 305 of the *Loi sur les elections et les referendums dans les municipalites*.

3.16 Prudence in pursuit of the public interest: Members of the Municipal Council must assume their responsibility regarding the public interest aspect of the work they have been assigned to do. In the performance of its duties, he or she acts with professionalism, as well as care and discernment.

- Be present at meetings
- Act in a timely manner
- Be vigilant in the selection and monitoring of persons to whom powers are delegated

3.17 Fairness: Members of the Municipal Council must apply fairness in their dealings with all individuals, in as much as possible, and must interpret the laws and by-laws in accordance with their meaning.

- **Provide equal opportunities for suppliers and partners**
- **Promote equity between men and women**

3.18 Respect for other members, municipal employees and citizens: Members promote respect in human relations. Members have a right to be respected, and must respect others with whom they are called upon to interact within the exercise of their duties.

- Recognize the dignity, humanity and rights of all persons
- Avoid non-constructive criticism
- Ensure an environment free from any form of harassment
- Promote a climate facilitating the expression of differences and divergent opinions
- Respect cultural and religious diversity as well as that of sexual orientation

SECTION 4 - CONFLICT OF INTEREST

4.1 For the purpose of this by-law, there is a conflict of interest when a personal interest could potentially or apparently prevent a member of the

Municipal Council to act objectively in the application of its duties while looking after the interest of the Municipality of Low.

- 4.2** Members of the Municipal Council must act in the public interest and take every necessary measure to promote this public interest. To this end and without limitations, members must give particular attention to each file submitted to committees or others in order to evaluate its merit on the basis of its advantages, inconveniences and its impact on the community as a whole.
- 4.3** Members of the Municipal Council must accomplish their duties loyally in accordance with applicable laws and regulations, including the by-laws applicable in the Municipality. Members abide by the principles of good municipal management and must apply dignity, integrity and impartiality while exercising their functions and responsibilities.
- 4.4** Members of the Municipal Council must not place themselves in a situation where their personal interest or that of a member of their immediate family could exert influence on the performance of their duties.
- 4.5** Members are prohibited from soliciting or eliciting for themselves or a relative or a corporate person in which they possess personal interest, an assignment or a contract with the Municipality.
- 4.6** In order to avoid any situation of real or potential conflict of interest, members of the Municipal Council cannot participate directly or indirectly in any offer to tender or have an interest, direct or indirect in a contract, unless otherwise specified in section 305 of the *Loi sur les elections et les referendums dans les municipalités* (L.R.Q. c. E-2.2 et 269 du Code municipal du Quebec L.R.Q. c. -27.1).
- 4.7** Members of the Municipal Council are prohibited from soliciting, eliciting, accepting or receiving any payment, profit or benefits, other than those specified in the law, in exchange for taking a position regarding a by-law, a resolution or any other question submitted or to be submitted to the Municipal Council or to one of its committee.
- 4.8** Members of the Municipal Council, who are placed in a situation of conflict of interest, following an election or during their mandate or employment, following the application of a law, a marriage, an unmarried relationship, or the receipt of a gift or an inheritance, must strive to put an end to the situation as soon as possible following the election or the event that created the situation of conflict.
- 4.9** Members of the Municipal Council must make an annual public declaration of their pecuniary interests in which they must declare facts and situations that could present a conflict of interest, directly or indirectly, regarding public interest or the duties of their responsibilities or their personal interest or that of their immediate family, in order that the citizens can be able to verify that they exercise their functions with integrity, impartiality and objectivity, or, when in conflict, that they act accordingly in maintaining their declaration up to date as soon as a situation or a fact of this nature is known, by filing an amendment with the Director General/Secretary Treasurer of the Municipality.

SECTION 5 - GIFTS & OTHER BENEFITS

- 5.1** Members of the Municipal Council are prohibited from accepting any gift, mark of hospitality or other benefits, whatever the value, that might impair their independence of judgment in the course of their official duties or that may be construed as such.
- 5.2** Notwithstanding subsection 5.1, a member of the Municipal Council can receive certain benefits if those benefits :
 - are in accordance with the rules of courtesy, protocol, hospitality or common practice
 - are not provided by an anonymous source
 - are not a sum of money, a share, a bond, a commercial paper or any other financial instrument

- are not such as to create a doubt regarding their integrity, independence or impartiality, or that of the Municipality or a municipal organization

5.3 If a council member receives any gift, mark of hospitality or other benefit, that is not of a strictly private nature or not prohibited under subsection 5.1, but that exceeds \$200 in value, the member must file a written disclosure statement with the Director General/Secretary Treasurer of the Municipality within 30 days of receiving the gift. The disclosure statement must contain an accurate description of the gift, mark of hospitality or benefits received, and state the name of the donor, the date and the circumstances under which it was received. The Director General / Secretary Treasurer shall keep a public register of these disclosure statements.

This rule does not apply when:

- A member receives a mark of hospitality or other benefit from a government or a municipality, from a governmental or municipal organisation, or one of its official representative;
- A member of the Municipal Council donates the said benefit to the Municipality;
- The benefit is a meal of a value of less than \$200 which is consumed in the presence of the donor.

5.4 Members of the Municipal Council who receive directly or indirectly a mark of hospitality or any other advantage in the context of a training or professional development activity in accordance with section 5.2, must inform the Director general of the fact. The member of the Municipal Council must inform the Director general of the fact and the declaration must include a declaration by the Director general of the circumstances. This subsection does not apply to a mark of hospitality or other benefits received by a member of the Municipal Council if such is received while exercising official duties and when received from a member or a representative from a government organisation, or from a professional association.

5.5 Donors must receive a copy of this by-law, to be informed that the gift or donation cannot be accepted. Professionals and firms doing business with the Municipality will be given a copy of this by-law.

SECTION 6 – COMMUNICATION & CONFIDENTIALITY

6.1 Members of the Municipal Council cannot use information that is not generally communicated to the public obtained in the exercise of its duties for their own benefit or advantage.

6.2 Members of the Municipal Council cannot transmit to third parties information that is not generally communicated to the public obtained in the exercise of their duties.

6.3 A member of the Municipal Council cannot transmit to a third party information or nominative information in the sense of the *Loi sur l'accès aux documents des organismes publics* and the *Loi sur la protection des renseignements personnels*. The Director General is the person designated by this law and is the only person legally authorised to decide of the nominative character of such information.

6.4 Members of the Municipal Council, the mayor excepted, cannot transmit information which is not nominative and is not generally communicated or known by the public, without the authorisation of the Municipal Council.

6.5 To maintain the confidentiality of information when required, members of the Municipal Council must:

- abstain from using such information that would be detrimental to the Municipality or for the purpose of obtaining, directly or indirectly, an advantage for themselves or others;
- take necessary measures to prevent colleagues and other persons in the working environment to communicate or utilise such information obtained in the exercise of their duties.

SECTION 7 - UTILISATION OF RESOURCES - OF THE NAME - OF TRADEMARKS, COAT OF ARMS OR LOGO

- 7.1** Members of the Municipal Council must abstain from utilising resources, goods or services of the Municipality or municipal organisations for other purposes than those for which they were meant, or to utilize the authority attached to their functions for their own personal interest or that of their immediate family.
- 7.2** In spite of section 8.1, a citizen can use municipal goods and services for private interest, if the good or service is offered for general use by the Municipality of a municipal organisation.
- 7.3** Members of the Municipal Council must refrain from using the name or the logo of the Municipality when drawing private contracts or agreements with third parties in order to give the impression that the contract or the agreement involves the Municipality or is guaranteed by the Municipality, when it is not the case.
- 7.4** Members of the Municipal Council must abstain from using municipal letter head paper for private use.
- 7.5** Members of the Municipal Council detaining or obtaining shares or interests in a firm, corporation or business must make sure that their position in the Municipality is not being used for publicity or promotional support by such.

SECTION 8 - MUNICIPAL AFFAIRS

- 8.1** Members of the Municipal Council must abstain from holding interests, directly or indirectly, in a contract with the Municipality or a municipal organisation, except in circumstances approved by the law.

SECTION 9 - RESPECT FOR THE DECISION-MAKING PROCESS – EMPLOYEE RELATIONS

- 9.1** Members of the Municipal Council must abide by legislative and administrative requirements about the decision-making process of the Municipality and its municipal organisations.
- 9.2** Members of the Municipal Council must respect other members of the Municipal Council, its employees and citizens.
- 9.3** Members of the Municipal Council must not participate in or interfere with the process of hiring, supervision, promotion or evaluation of the performance of a member of their immediate family or another person towards which they are legally or personally liable.
- 9.4** Members of the Municipal Council must disclose any parental link or social affiliation with a candidate in a position to affect their credibility and withdraw from any selection committee.

SECTION 10 - PARTICIPATION IN TRAINING SESSIONS- OATH OF ELECTED MEMBER

- 10.1** Members of the Municipal Council will participate in a training session on ethics and good conduct within four (4) months of its accession to office; such training session being specifically adapted to the municipal environment, and will participate also in additional training sessions offered periodically over the course of their mandate.
- 10.2** Members of the Municipal Council must take an oath of office in accord with the *Loi sur les elections et les referendums dans les municipality's* and abide by the rules of the Code of Ethics and Good Conduct related to Municipal Affairs.

SECTION 11 - APPLICATION AND CONTROL MECHANICS - ENFORCEMENT

- 11.1** Any person who has reasons to believe that a member of the Municipal Council has committed a fault in regard to the Code of Ethics and Good Conduct related to Municipal Affairs can inform the *Ministre des*

Affaires municipales, des Régions et de l'Occupation du territoire of the matter no later than three years following the end of the mandate of that member, in accordance with the sections 20 to 30 of the *Loi sur l'éthique et la déontologie en matière municipale*.

- 11.2** To be complete, any complaint concerning this Code must be written, sworn, justified and contain supportive document, if necessary.
- 11.3** In accordance with sections 7 and 31 of the law on Ethics and Good conduct for municipal officers, any violation of a rule of this Code of Ethics and Good Conduct related to Municipal Affairs by a council member of the Municipality of Low may result in one or more of the following sanctions:
- A reprimand;
 - The delivery to the Municipality, within 30 days after the decision of the Commission municipale du Québec, of:
 - the gift, mark of hospitality or benefit received, or its equivalent value;
 - any profit obtained in violation of a rule or rules of this code.
 - The reimbursement of any payment, allowances or other sums received for the entire period of the breach to the rule contained in the Code, as member of the Municipal Council, of a committee or a commission of the Municipality or an organisation.
 - Suspension of the member of the Municipal Council for a period of up to 90 days and not exceeding the expiry date of the member's term of office.
- 11.4** When a member of the municipal Council is suspended, that person cannot sit on any council, committee or commission of the Municipality, to exercise his/her capacity as a member of the Municipal Council or other organisation, nor receive earnings, allowances or other compensation from the Municipality or other organisation.

SECTION 12 - AFTER TERM OF OFFICE

- 12.1** Members of the Municipal Council who have terminated their mandate must not take unwarranted advantages of their previous duties.
- 12.2** Members of the Municipal Council have to refrain from disclosing confidential information obtained during the course of their mandate nor utilise for their own profit or the profit of a third party, any information not available to the public.
- 12.3** Members of the Municipal Council must refrain from occupying an administration position, an executive position of a company, a position or any other function in the twelve months (12) following the end of their mandate, to insure that a former member of the Municipal Council does not take unwarranted advantage of its previous functions.

SECTION 13 – REVISION OF CODE OF ETHICS AND GOOD CONDUCT RELATED TO MUNICIPAL AFFAIRS

- 13.1** Members of the Municipal Council agree to review and adopt the rules of the Code of Ethics and Good Conduct related to Municipal Affairs at the beginning of each four (4) year mandate to remind themselves of their commitment regarding the respect and the promotion of its rules, the changing local concerns as well as the mindset and the priorities of elected members.

SECTION 14 - ENTRY INTO FORCE

- 14.1** This by-law shall come into force as soon as the process stipulated by law is completed.

NOTICE OF MOTION: April 8, 2014

RESOLUTION: #78-05-2014

CERTIFICATE OF PUBLICATION: May 6, 2014

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) PURCHASE OF TRUCK FOR PUBLIC WORKS

WHEREAS the Municipality of Low has previously gone to tender (SEAO # 744993) for the purchase of a used truck for public works;

WHEREAS the Municipality did receive one proposal for a used truck;

WHEREAS the proposed truck did not meet the requirements of council or the Director of Public Works;

#81-05-2014

THEREFORE, BE IT RESOLVED THAT council refuses the submission from the call for proposals for a used truck; that council authorizes the preparation of a new call for proposals for a new truck.

MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Joanne Mayer
ADOPTED UNANIMOUSLY

6.3 PUBLIC SAFETY

(6.3.1) REPORT

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

(6.3.2) TRAINING PUMPER OPERATOR

WHEREAS the fire service of the municipality must ensure the proper training of all its pumper operators;

#82-05-2014

THEREFORE, BE IT RESOLVED that council approve the pumper training for two fire fighters at a cost of approximately \$2000.

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

6.4 ENVIRONMENT

(6.4.1) REPORT

A brief report is provided by Councillor Christopher Brownrigg, Chair of the Environment Committee.

6.5 URBAN PLANNING

(6.5.1) REPORT

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

6.6 RECREATION & CULTURE

(6.6.1) REPORT

A brief report is provided by Councillor Lynn Visentin, Chair of the Recreation and Culture Committee.

6.7 MISCELLANEOUS

(7) QUESTION PERIOD

(8) ADJOURNMENT

#83-05-2014

BE IT RESOLVED THAT the meeting be closed at 8:00 PM

MOVED BY Councillor Charles Kealey

SECONDED BY Councillor Michèle Logue-Wakeling

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."