

**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 February, 2015 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, Christopher Brownrigg and Charles Kealey.

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

Those absent are: Councillor Michèle Logue-Wakeling

**(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**

1. Re-presentation of the Budget 2015
2. Fieldville road transport trucks
3. Septic program

**(3) MINUTES**

**#16-02-2015**

**BE IT RESOLVED THAT** the minutes of the regular meeting of January 12<sup>th</sup>, 2015 be accepted with corrections to resolution #10-01-2015 as proposed by councillor Joanne Mayer.

**MOVED BY** Councillor Joanne Mayer  
**SECONDED BY** Councillor Lynn Visentin  
**ADOPTED UNANIMOUSLY**

**(3.1) MINUTES**

**#17-02-2015**

**BE IT RESOLVED THAT** the minutes of the special meeting of January 22<sup>nd</sup>, 2015 be accepted as presented.

**MOVED BY** Councillor Christopher Brownrigg  
**SECONDED BY** Councillor Charles Kealey  
**ADOPTED UNANIMOUSLY**

**(4) AGENDA**

**#18-02-2015**

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

**MOVED BY** Councillor Amanda St-Jean  
**SECONDED BY** Councillor Joanne Mayer  
**ADOPTED UNANIMOUSLY**

**(5) BILLS TO BE PAID**

**#19-02-2015**

**BE IT RESOLVED THAT** the list of invoices #02-2015, totalling \$131,560.38 be hereby accepted as presented;

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

**MOVED BY** Councillor Christopher Brownrigg  
**SECONDED BY** Councillor Lynn Visentin  
**ADOPTED UNANIMOUSLY**

**CERTIFICATE**

I, undersigned, Director General/Secretary-Treasurer, do hereby certify that funds are available for the expenses mentioned in resolution #19-02-2015, as approved by Council.

*Franceska Gnarowski*  
Director General/Secretary-Treasurer

**(6) ADMINISTRATION**

**(6.1) MAYOR'S REPORT**

The Mayor provides a report on his activities for the month of January.

**(6.1.1) ADMINISTRATIVE COMMITTEE REPORT**

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

**(6.1.2) CELLULAR ALLOCATION**

WHEREAS the Director General, the Chief of the Fire Department and the Public Works Foreman use their cellular phones for work purposes;

**#20-02-2015**

**THEREFORE, BE IT RESOLVED** that council approve an allocation of \$45/month for the DG; \$18/month for the Chief of the Fire Department and \$16/month for the Public Works foreman and that the allocations be paid once a year in December.

**MOVED BY** Councillor Lynn Visentin  
**SECONDED BY** Councillor Amanda St-Jean  
**OPPOSED BY** Councillors Joanne Mayer and Christopher Brownrigg  
**ADOPTED**

**(6.1.3) LEGAL COUNSEL**

**#21-02-2015**

**BE IT RESOLVED** that council renew its contract with Nerio de Candido for legal services to the municipality in 2015.

**MOVED BY** Councillor Amanda St-Jean  
**SECONDED BY** Councillor Christopher Brownrigg  
**ADOPTED UNANIMOUSLY**

**(6.1.4) ST-MICHAEL AFTER SCHOOL PROGRAM**

WHEREAS St-Michael's serves students in Low as well as those of neighbouring municipalities;

WHEREAS government cut-backs have affected school budgets;

WHEREAS the Director of the school has requested that the municipalities that have students at the school donate \$150/student to help fund the after school program;

WHEREAS there are 9 students from Low attending the school;

**#22-02-2015**

**THEREFORE, BE IT RESOLVED THAT** council authorizes a donation of \$1350, \$150/student, to St-Michael's School.

**MOVED BY** Councillor Joanne Mayer  
**SECONDED BY** Councillor Amanda St-Jean  
**ABSTENTION** Councillor Lynn Visentin (conflict of interest)  
**ADOPTED UNANIMOUSLY**

**(6.1.5) COMMITTEES**

**WHEREAS** the mayor has suggested that councillors familiarize themselves with diverse portfolios;

**WHEREAS** members of council were advised of the possibility of changes to their portfolios at the beginning of their mandate;

**#23-02-2015**

**THEREFORE, BE IT RESOLVED THAT** council approves the following changes to committees of council as proposed by Mayor O'Connor:

<b>COMMITTEE</b>	<b>CHAIR</b>	<b>VICE-CHAIR</b>
<b>Administration</b>	Michèle Logue-Wakeling	Charles Kealey
<b>Public Security</b>	Amanda St.Jean	Michèle Logue-Wakeling
<b>Public Works</b>	Charles Kealey	Amanda St.Jean
<b>Environment</b>	Christopher Brownrigg	Lynn Visentin
<b>Recreation</b>	Lynn Visentin	Joanne Mayer
<b>Urban Planning</b>	Joanne Mayer	Christopher Brownrigg

**AND THAT** Charles Kealey be named deputy mayor.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Amanda St-Jean

**OPPOSED BY** Councillor Joanne Mayer

**ADOPTED**

**(6.1.6) PRINTING MUNICIPAL WASTE CALENDAR AND INFO BULLETIN**

**WHEREAS** tax accounts must be mailed to all tax payers at the end of February;

**WHEREAS** the mailing also includes the waste calendar as well as the information bulletin;

**#24-02-2015**

**THEREFORE, BE IT RESOLVED** that council approves the printing of the calendar and the information bulletin in quantities sufficient for the mass mailing.

**MOVED BY** Councillor Lynn Visentin

**SECONDED BY** Councillor Amanda St-Jean

**ADOPTED UNANIMOUSLY**

**(6.1.7) RETIREMENT GIFT**

**#25-02-2015**

**BE IT RESOLVED** that council allocate \$200 for the retirement of Normand Schnob, Director Public Works.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Lynn Visentin

**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) REQUEST MTQ**

**WHEREAS** the ball field in Venosta suffers from drainage issues;

**WHEREAS** the drainage ditch belongs to the Ministry of Transport;

**#26-02-2015**

**THEREFORE, BE IT RESOLVED** that council approves the request to the MTQ to change the culvert connected to the drainage ditch.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Amanda St-Jean

**ADOPTED UNANIMOUSLY**

**(6.2.3) PURCHASE OF GRANULAR MATERIAL**

**WHEREAS** a call for proposals for granular material was posted on the SEAO site reference #856107 in January 2015;

**WHEREAS** following the call for proposals, the municipality received three submissions:

<b>CONTRACTOR</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Carrière Clément, Tremblay et Fils</b>	13.50	13.75	14.00	14.25
<b>Construction DJL</b>	11.95	13.75	14.00	14.25
<b>Ronald O'Connor Équipement</b>	9.00	9.25	9.50	9.75

**#27-02-2015**

**THEREFORE, BE IT RESOLVED** by Council that the proposal by Ronald O'Connor Equipment be accepted for the purchase of granular material at the prices indicated.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Amanda St-Jean

**ADOPTED UNANIMOUSLY**

**(6.2.4) WINTER SAND**

**#28-02-2015**

**BE IT RESOLVED** by council that the municipality purchase its winter sand from a local entrepreneur, Keith Ramsay, for \$19,250 plus taxes (3500 yards X \$5.50).

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Amanda St-Jean

**ADOPTED UNANIMOUSLY**

**(6.2.5) COMMITMENT GAS TAX PROGRAM**

**WHEREAS** the municipality has familiarized itself with the details of the Guide on the modalities of the contribution agreement within the context of the gas tax program 2014-2018;

**WHEREAS** the municipality agrees to abide by the modalities of the Guide in order to receive the contribution which has been confirmed in a letter from the MAMOT;

**#30-02-2015**

**THEREFORE BE IT RESOLVED THAT** the municipality agrees to respect the modalities of the contribution agreement that concern the municipality;

**THAT** the municipality agrees to be solely responsible and hereby releases Canada, the province of Quebec and its ministers, public servants, employees and representatives from all responsibilities relative to claims, demands, losses and damages as well as all costs resulting from injury to a person, or the death of such person, damages to any goods or any losses attributable to a deliberate act or to negligence directly or indirectly related to investments made possible by financial aid obtained through the Gas Tax Program 2014-2018;

**THAT** the municipality approves the content and authorises that the attached proposed program of public works as well as all other documents required by

the ministry be sent to MAMOT in order to be eligible to receive the funds confirmed via a letter from MAMOT;

**THAT** the municipality agrees to the minimum contribution required from the municipality fixed at \$28 per resident per year, \$1450 per resident for the 5 years of the program;

**THAT** the municipality agrees to inform the MAMOT regarding all modifications or amendments to the program approved in the present resolution.

**MOVED BY** Councillor Amanda St-Jean

**SECONDED BY** Councillor Charles Kealey

**ADOPTED UNANIMOUSLY**

**(6.2.6) MANDATE FOR CIMA**

**WHEREAS** the municipality must produce an action plan for the municipal water system infrastructure as required by the modalities of the Gax Tax Program 2014-2018;

**WHEREAS** the scope of the Gas Tax Program allows for reports on all potable water infrastructure;

**WHEREAS** there is a requirement to produce reports on the consumption of potable water on a regular basis;

**#30-20-2015**

**THEREFORE, BE IT RESOLVED** by council that the engineer consultants, CIMA, be retained to produce the action plan for the water system in Low as well as the reports for the pumping stations at Fieldville, Brennan's Hill and Venosta.

**MOVED BY** Councillor Christopher Brownrigg

**SECONDED BY** Councillor Lynn Visentin

**ADOPTED UNANIMOUSLY**

**6.3 PUBLIC SAFETY**

**(6.3.1) REPORT**

A brief report is provided by Amanda St-Jean in the absence of Councillor Michèle Logue-Wakeling, Chair of the Public Security Committee.

**(6.3.2) ANNUAL REPORT 2014 - RISK COVERAGE PLAN**

**WHEREAS** the Risk Coverage Plan contains requirements in order to ensure that municipalities can offer an emergency service that is adequate and efficient for residents;

**WHEREAS** the MRC Vallée-de-la-Gatineau as well as the Ministry of Public Security require that municipalities submit a report on the progress they've made regarding their obligations within the context of the Risk Coverage Plan;

**WHEREAS** the Chief of the Fire Department, Ghyslain Robert, has submitted a report to council;

**WHEREAS** the municipality meets most of the requirements of its obligations or has a plan to meet them;

**#31-02-2015**

**THEREFORE, BE IT RESOLVED THAT** council accepts the report as presented by the Chief of the Fire Department, Ghyslain Robert.

**MOVED BY** Councillor Amanda St-Jean

**SECONDED BY** Councillor Lynn Visentin

**ADOPTED UNANIMOUSLY**

**(6.3.3) REQUEST FOR GRANT**

**WHEREAS** the bylaw concerning the conditions for municipal fire services contains requirements regarding minimal level of training for fire fighters;

**WHEREAS** the spirit of this bylaw is to guarantee a level of training in order that fire fighters may do their job competently;

**WHEREAS** the Government of Quebec established a grant for volunteer fire fighter training in December 2014;

**WHEREAS** the program's principal objective is to ensure that municipalities have the resources they need to train a sufficient number of fire fighters;

**WHEREAS** the Municipality of Low wants to benefit from this grant program;

**WHEREAS** the municipality of Low plans to train 7 fire fighters over the next few years;

**WHEREAS** the municipality must transmit its request to the Ministry of Public Security via the MRCVG in accordance with article 6 of the program;

**#32-02-2015**

**THEREFORE, BE IT RESOLVED THAT** council present a request for a grant for the training of its fire fighters to the Ministry of Public Security via the MRCVG.

**MOVED BY** Councillor Amanda St-Jean

**SECONDED BY** Councillor Joanne Mayer

**ADOPTED UNANIMOUSLY**

**(6.3.4) BUNKER SUITS**

**#33-02-2015**

**BE IT RESOLVED** that council approves the purchase of 2 bunker suits for the fire department for a total of \$5200 plus taxes.

**MOVED BY** Councillor Christopher Brownrigg

**SECONDED BY** Councillor Joanne Mayer

**ADOPTED UNANIMOUSLY**

**6.4 ENVIRONMENT**

**(6.4.1) REPORT**

No 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**

1. Request for information by Louise Schnubb

**(8) ADJOURNMENT**

**#34-02-2015**

**BE IT RESOLVED THAT** the meeting be closed at 9:30 PM

**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."