

**CANADA  
PROVINCE OF QUÉBEC  
MUNICIPALITY OF LOW**

**MINUTES** of the regular meeting of members of the Council of the Municipality of Low, held this 13<sup>th</sup> day of April, 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, Councillor Michèle Logue-Wakeling  
Amanda St. Jean, Joanne Mayer, 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**

1. Questions on payment options for the public wharf
2. Comments on the tax exemption that Scogestion, scout camp proprietors, benefits from – that it's an injustice in the face of taxes that property owners pay.
3. What are the plans for 400 route 105
4. Request that a representative from the ministry responsible for the cadastre reform be present to respond to questions
5. Question concerning the registry in Maniwaki

**3) MINUTES**

**#53-04-2015**

**BE IT RESOLVED THAT** the minutes of the regular meeting of March 2<sup>nd</sup> 2015 be accepted as presented.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Lynn Visentin

**ADOPTED UNANIMOUSLY**

**4) AGENDA**

**#54-04-2015**

**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 Michèle Logue-Wakeling

**ADOPTED UNANIMOUSLY**

**5) BILLS TO BE PAID**

**#55-04-2015**

**BE IT RESOLVED THAT** the list of expenses #04-2015, from March 3, 2015 to April 15, 2015 totalling \$99,637.34 be hereby accepted as presented;

**THAT** the net salaries paid for the period covering the 3 of March, 2015 to April 15, 2015 totalling the amount of \$19,207.25 be 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 Amanda St. Jean

**ADOPTED UNANIMOUSLY**

## **CERTIFICATE**

I, undersigned, Director General/Secretary-Treasurer, do hereby certify that funds are available for the expenses mentioned in resolution #55-04-2015, 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 March.

##### **(6.1.1) ADMINISTRATIVE COMMITTEE REPORT**

A brief report is presented by Councillor Michèle Logue-Wakeling, Chair of the Executive Committee.

##### **(6.1.2) NOTICE OF MOTION**

Notice of motion is hereby given by councillor Joanne Mayer that at a subsequent meeting of council, bylaws concerning noise, property standards and animal control will be proposed.

##### **(6.1.3) NOTICE OF MOTION**

Notice of motion is hereby given by councillor Michèle Logue-Wakeling that at a subsequent meeting of council a bylaw concerning speed limits will be proposed.

##### **(6.1.4) TRAINING**

**WHEREAS** the Municipal Inspector would benefit from a basic training in Excel and Word and that such a course is being offered on-line by Fleming College for \$363 plus taxes;;

**WHEREAS** the management of pays along with vacation and overtime has become more complex;

**WHEREAS** PG solutions offers on line training for managing pay, vacation time and overtime for \$155;

**WHEREAS** special on-line training is available from the Quebec Municipal Directors Association (ADMQ);

**WHEREAS** the DG would like to take advantage of the opportunity offered by the ADMQ and register for four courses between now and the end of the year for a total cost of \$1342 plus taxes;

#56-04-2015

**THEREFORE, BE IT RESOLVED THAT** council authorizes training for the director general, the office employees and the municipal inspector.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Charles Kealey

**ADOPTED UNANIMOUSLY**

##### **(6.1.5) VIRTUAL PRIVATE NETWORK**

**WHEREAS** the program Target is housed on the municipal server at the municipal office at 4A d'Amour Rd.;

**WHEREAS** Target must be accessible to the fire fighters entering prevention data;

**WHEREAS** the fire chief will enter the data from his office at the fire hall;

**WHEREAS** to have access to the program on the server the municipality must acquire the necessary equipment to facilitate communication between the two entities;

**WHEREAS** DL Informatique has submitted a proposal to install a secure virtual private network and an upgraded WI-FI connection;

**#57-04-2015**

**THEREFORE, BE IT RESOLVED THAT** council accepts the proposal put forth by DL Informatique to install a VPN connection with the necessary accessories for the cost of \$4607 tax included;

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Charles Kealey

**ADOPTED UNANIMOUSLY**

**(6.1.6) ENGINEER**

**WHEREAS** the Municipal Fire Hall dates from the 1950s;

**WHEREAS** the obligations of the Fire Risk Coverage Plan relative to equipment;

**WHEREAS** the fire hall no longer adequately responds to the needs of the fire department;

**WHEREAS** a structural analysis by an engineer would provide information needed to make decisions regarding improvements to the actual fire hall;

**#58-04-2015**

**THEREFORE, BE IT RESOLVED THAT** council accepts the proposal submitted by the engineering service of the MRCVG for a structural analysis of the fire hall at a cost of \$2950 plus tax. .

**MOVED BY** Councillor Amanda St-Jean

**SECONDED BY** Councillor Christopher Brownrigg

**ADOPTED UNANIMOUSLY**

**(6.1.7) PROPERTY SEIZURE FOR UNPAID TAXES**

**WHEREAS** articles 1013 and following of the Municipal Code concern the seizure and of property for unpaid taxes;

**WHEREAS** numerous notices were sent to the property owners of 3570-11-7930, 3570-32-0493, 3770-58-501, 4177-42-0020, 4177-40-3061, and 4276-33-7421 by the municipality as well as the municipality's legal counsel;

**WHEREAS** the amount of unpaid taxes owed by the above-mentioned property owners is significant;

**#59-04-2015**

**THEREFORE, BE IT RESOLVED THAT** council approves the sale of the above-mentioned properties for unpaid taxes;

**THAT** the mandate for the seizure and sale the properties in question be conferred to Nerio de Candido, legal counsel for the Municipality of Low.

**MOVED BY** Councillor Amanda St-Jean

**SECONDED BY** Councillor Christopher Brownrigg

**ADOPTED UNANIMOUSLY**

**(6.1.8) SUPPORT FOR RESOLUTION FROM GRAND-REMOUS- BASKATONG RESERVOIR**

**WHEREAS** a request for support of resolution R-0202-403 from the municipality of Grand Remous has been submitted;

**WHEREAS** the impact of a prohibition on stocking the Baskatong reservoir would have a negative impact on neighbouring communities and for the MRCVG;

**WHEREAS** the the "Aire faunique communautaire" (AFC) have developed an expertise in stocking the reservoir with Walleye;

**WHEREAS** the AFC's strategic plan for stocking the lake would have been revised in 2018;

#60-04-2015

**THEREFORE, BE IT RESOLVED THAT** council supports resolution R-0202-403 as requested by the municipality of Grand Remous;

**THAT** council also supports the AFC in its bid to continue stocking the Baskatong Reservoir;

**THAT** a copy of the resolution be sent to the municipality of Grand-Remous.

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

**(6.1.9) SUPPORT FOR RESOLUTION FROM MANIWAKI- MUNICIPAL ENGINEERING FEES**

**WHEREAS** a request for support of resolution 2014-12-244 from the municipality of Maniwaki has been submitted;

**WHEREAS** the Municipality of Low shares the same concerns as expressed in resolution 2014-R-AG412 of the MRCVG;

**WHEREAS** the Municipality of Low would like that professional fees for MRCVG engineering services be admissible in the gas tax (TECQ) program for 2014-2018 for local municipalities;

#61-04-2015

**THEREFORE, BE IT RESOLVED THAT** council supports resolution 2014-12-244 as requested by the municipality of Maniwaki which supports the request made by the MRCVG to the Ministry of Municipal Affairs (MAMOT);

**THAT** a copy of the resolution be sent to the municipality of Maniwaki.

**MOVED BY** Councillor Amanda St-Jean  
**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) PURCHASE OF CULVERTS**

**WHEREAS** two companies, H. Lafrenière and Métal Gosselin, submitted proposals following a request by the Municipal Inspector;

**WHEREAS** the Proposal by H. Lafrenière is for \$3614.47 and that of Métal Gosselin is for \$3626.76;

#62-03-2015

**THEREFORE, BE IT RESOLVED** that council accepts the proposal submitted by H. Lafrenière for \$3614.47.

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

**(6.2.3) SEASONAL HIRE**

**WHEREAS** it is necessary to hire a grader operator in order to assist the public works department in achieving the work schedule under the gas tax program for 2014-2018;

**WHEREAS** the position is seasonal;

**WHEREAS** the salary is forecasted in the 2015 public works budget;

**#63-04-2015**

**THEREFORE, BE IT RESOLVED** by Council that the Manager of Public Works prepare a call for candidates;

**THAT** it be posted for one week in the four locations as designated by council, on the municipal website as well as on the municipality's Facebook page;

**THAT** the hourly rate be fixed at \$18;

**THAT** the position start at the beginning of May 2015 and that it end in November of 2015;

**THAT** the Director General be authorized to hire the individual upon the recommendation of the Public Works Manager as approved by the Mayor and the Chair of the Public Works Committee, Charles Kealey.

**MOVED BY** Councillor Christopher Brownrigg

**SECONDED BY** Councillor Michèle Logue-Wakeling

**ADOPTED UNANIMOUSLY**

#### **(6.2.4) REQUEST FOR FUNDS FROM THE LOCAL ROAD IMPROVEMENT FUND**

**#64-04-2015**

**BE IT RESOLVED THAT** council approves that a request for \$60,000 be made of Stéphanie Vallée, Minister of Justice, Status of Women and of the Region, in the context of the Local Roads improvement program.

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Joanne Mayer

**ADOPTED UNANIMOUSLY**

#### **(6.2.5) MUNICIPAL ENCROACHMENT MAINTENANCE**

**#65-04-2015**

**BE IT RESOLVED THAT** council approves the hiring of the Annette Brisson company to maintain the municipal encroachments at a cost of approximately \$5000.

**MOVED BY** Councillor Lynn Visentin

**SECONDED BY** Councillor Michèle Logue-Wakeling

**ADOPTED UNANIMOUSLY**

### **6.3 PUBLIC SAFETY**

#### **(6.3.1) REPORT**

A brief report is provided by Amanda St-Jean, Chair of the Public Security Committee.

#### **(6.3.2) HIGH RISK AND VERY HIGH RISK INSPECTIONS**

**WHEREAS** the Fire Risk Coverage Plan provides for the implementation of a prevention program that includes high risk and very high risk inspections;

**WHEREAS** article 2 of the Fire Security Law, Bylaw Regarding the conditions required to run a municipal fire security service requires that "the person conducting prevention duties must possess a college certificate in Fire Prevention or a certificate in Fire Prevention Technician or a diploma of professional studies in Fire Prevention from the Ministry of Education, Recreation and Sport or its equivalent;

**WHEREAS** the MRC of Pontiac has hired a technician in fire prevention that meets the above-mentioned requirements in order to meet the obligations of the Fire Risk Coverage Plan;

**WHEREAS** council recognizes its duty to confirm to the requirements of the Fire Risk Coverage Plan;

**#66-04-2015**

**THEREFORE, BE IT RESOLVED THAT** council approves the hiring of Jonathan Perrault, Fire Prevention Technician and employee of the Pontiac MRC to conduct the high risk and

very high risk inspection in the Municipality of Low as agreed with the Chief of the Fire Department, Ghyslain Robert;

**THAT** the Director General be authorized to sign for and in the name of the Municipality of Low all documents and/or contracts relative to the hiring of Jonathan Perrault;

**THAT** the inspections begin as soon as possible;

**THAT** the inspections be completed by the end of 2015

**MOVED BY** Councillor Amanda St. Jean  
**SECONDED BY** Councillor Joanne Mayer  
**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 Joanne Mayer, 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.

##### **(6.6.2) SUBVENTION**

**WHEREAS** the value added as a result of the activities of the Low Cultural Association in Low;

**WHEREAS** the 2015 budget provides for a \$2000 grant to the Low Cultural Association for its activities;

**#67-04-2015**

**THEREFORE, BE IT RESOLVED** that council approves the disbursement of \$2000 to the Low Cultural Association;

**THAT** the Low Cultural Association submit a report of its activities in November 2015.

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

##### **(6.6.3) WORKING HOURS - LIBRARY**

**#68-43-2015**

**BE IT RESOLVED** that council approves the addition of one hour per week to the total hours for the library clerk for a total of 16 hours per week.

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

## **6.7 MISCELLANEOUS**

### **(7) QUESTION PERIOD**

1. Citizen expresses her concerns regarding the study of the agricultural zone – requests that the minutes be made available in the library
2. Farmer's market – a good idea for Low
3. Questions on plans for the building at 400 Route 105
4. Questions regarding the application of the Q2-R22 law regarding septic waste management and its application in Low
5. Citizen advises others to make sure their property details are correct on their property assessment roll.

### **(8) ADJOURNMENT**

**#69-04-2015**

**BE IT RESOLVED THAT** the meeting be closed at 8:45 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."