

**CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF LOW**

**MINUTES** of a regular meeting of the Council of the Municipality of Low, held Monday, May 2, 2016 at 19.00 at the Heritage Hall, 4A d'Amour Rd, Low (Québec) J0X 2C0 chaired by the Mayor, Mr. Morris O'Connor.

Also present: The counselors Michele Logue-Wakeling, Joanne Mayer, and Lynn Visentin and councilors Charles Kealey and Christopher Brownrigg.

Being absent: Councillor Amanda St. Jean

**1) OPEN**

Noting quorum, the meeting was officially declared open by the Mayor, Mr. Morris O'Connor.

**2) QUESTION PERIOD - 5th TRY**

**3) BUSINESS ARISING FROM THE PREVIOUS MEETING**

No business arising.

**4) MINUTES**

# 66-05-2016

**BE IT RESOLVED** that the minutes of the regular meeting of April 4, 2016 be adopted as presented.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Charles Kealey

**CARRIED**

**5) AGENDA**

# 67-05-2016

**BE IT RESOLVED** that the agenda be adopted and that it remains open.

**MOVED BY** Councillor Christopher Brownrigg

**SECONDED BY** Councillor Joanne Mayer

**CARRIED**

**6) ACCOUNTS PAYABLE**

# 68-05-2016

**BE IT RESOLVED THAT** the list # 05-2016 of disbursements for the period from 5 April 2016 to May 2, 2016 totalling \$100,324.64;

**THAT** the net wages paid for the period from 1 April 2016 to 30 April 2016 totalling \$ 24,272.43 are accepted;

**THAT** the Director General / Secretary-Treasurer is authorized to make budget allocations necessary for this purpose.

**MOVED BY** Councillor Lynn Visentin

**SECONDED BY** Councillor Michèle Logue-Wakeling

**CARRIED**

**CERTIFICATE**

I, the undersigned, Director General / Secretary-Treasurer, hereby certify that funds are available for expenses appointed to resolution # 68-05-2016, as provided by the Council of the Municipality of Low.

*Franceska Gnarowski*

Director General / Secretary-Treasurer

**7) MAYOR'S REPORT**

The mayor gave a verbal report of his activities for the month of April.

**7.1 ADMINISTRATION**

**(7.1.1) REPORT OF THE ADMINISTRATIVE COMMITTEE**

The report was presented by Councillor Michèle-Logue Wakeling, President of the Administration Committee.

**(7.1.2) LINE OF CREDIT**

**WHEREAS** the need for a line of credit to ensure the proper functioning of the office;

**WHEREAS** the amount of the line of credit is \$ 600,000 and is associated with account #60050 at Caisse Desjardins;

**WHEREAS** the line of credit must be renewed annually;

**# 69-05-2016**

**THEREFORE, BE IT RESOLVED** that Council authorizes the renewal of the credit line in the amount of \$ 600,000 associated with account #60050 at the Caisse Desjardins.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Joanne Mayer

**CARRIED**

**(7.1.3) PROJECT 400**

**WHEREAS** Resolution No. 40-03-2016 giving authorization to seek grants available for project 400, which concerns the installation of a new fire station and the renovation of the old SQ offices for municipal offices;

**WHEREAS** the need for estimates regarding the renovation of the building at 400 Highway 105;

**WHEREAS** Beaudoin Construction has already provided an estimate for the fire hall;

**WHEREAS** the municipality has renovation plans from 2004 by the Designers Concept company;

**WHEREAS** that these plans are still relevant;

**WHEREAS** the money is allocated in the reserved surplus;

**WHEREAS** the need to provide professional plans for grant applications;

**# 70-05-2016**

**THEREFORE, BE IT RESOLVED** that Council authorizes that Beaudoin Construction provide an estimate based on the Concept Design plans for an estimated cost of \$ 2,000 plus taxes;

**THAT** the estimate includes an analysis of interior, mechanical and septic needs.

**MOVED BY** Councillor Lynn Visentin

**SECONDED BY** Councillor Joanne Mayer

**CARRIED**

**(7.1.4) TRAINING - PG SOLUTIONS**

**WHEREAS** the departure of Ms. Liette Hickey due to retirement;

**WHEREAS** the DG and the taxation officer will undertake Ms. Hickey's tasks following her departure;

**WHEREAS** the DG and the taxation officer would benefit from further training on the municipal accounting software PG Solutions;

**WHEREAS** Piché Lacroix CPA, external auditors for the municipality, have prepared an offer for customized training of 40 hours to be given by an accountant with several years' experience in municipal affairs for the amount of \$4,599 including taxes;

**WHEREAS** the DG applied to Emploi Québec for a training grant to reduce costs to the municipality;

**WHEREAS** Emploi Québec program accepted the request for the training of the DG and the taxation officer;

**WHEREAS** Emploi-Québec will provide a grant of \$ 2,000, or 50% of eligible costs;

**WHEREAS** the training was planned for in the budget;

**#71-05-2016**

**THEREFORE, BE IT RESOLVED THAT** Council authorizes the training as proposed by DG and proposed by Piché Lacroix;

**THAT** the grant of Emploi-Québec is accepted.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Charles Kealey

**CARRIED**

**(7.1.5) AMENDMENT OF BY LAW 003-2009 - TAX FOR FINANCING 911 EMERGENCY CENTERS**

**WHEREAS** sections 244.68 to 244.71 of the Municipal Taxation Act requiring municipalities to adopt a law imposing a tax to fund 9-1-1 emergency centers following the 2007-2013 agreement with municipalities;

**WHEREAS** the municipality adopted bylaw #003-2009 to comply with the requirements of the Act;

**WHEREAS** bylaw #003-2009 fixes a fee of \$ 0.40 per month per phone number as required by the agreement;

**WHEREAS** the new agreement with the municipalities 2016-2019 provides in Article 4.1 that the amount of the fee will be adjusted for inflation, with effect from 1 August 2016;

**WHEREAS** the obligation to comply with the new provisions of the Act respecting municipal taxation;

**WHEREAS** the adoption of the amendment need not be preceded by a notice of motion;

**WHEREAS** the new amount of the fee is \$ 0.46;

**#72-05-2016**

**THEREFORE BE IT MOVED BY** Councillor Joanne Mayer **SECONDED BY** Councillor Michèle Logue-Wakeling and that Council enacts as follows:

Article 2 of bylaw No. 003-2009 is replaced by the following:

As of 1 August 2016 is imposed on the provision of a telephone service a fee for which the amount is, for each telephone service, \$ 0.46 per month per telephone number or, in the case of a service other than multiline a Centrex service, per outgoing access line.

This bylaw shall enter into force on the date of the publication of a notice to that effect by the Minister of Municipal Affairs and Land Occupancy, which shall publish in the *Gazette officielle du Québec*.

**CARRIED**

**(7.1.6) ADMQ - MEMBERSHIP**

**WHEREAS** the benefits of membership in the Association of Municipal Directors of Quebec, such as reduced prices for the training, support services to the employee as well as insurance protection against prosecution;

**WHEREAS** the municipality has been a member for several years;

#73-05-2016

**THEREFORE, BE IT RESOLVED** that the municipality authorize the renewal of the membership ADMQ for a total of \$790.69.

**MOVED BY** Councillor Christopher Brownrigg  
**SECONDED BY** Councillor Lynn Visentin  
**CARRIED**

**(7.1.7) SUPPORT PROJECT - COMMERCIAL KITCHEN**

**WHEREAS** the request from the Municipality of Bois-Franc regarding a project to install an agricultural products processing kitchen;

**WHEREAS** the project could bring significant economic benefits to the region;

**WHEREAS** the project could also encourage the development of food tourism;

#74-05-2016

**THEREFORE, BE IT RESOLVED** that Council support the commercial kitchen as requested by the mayor of the Municipality of Bois-Franc, Julie Jolivet;

**THAT** the resolution be forwarded to the municipalities of MRCVG and the office of the MRCVG.

**MOVED BY** Councillor Joanne Mayer  
**SECONDED BY** Councillor Michèle Logue-Wakeling  
**CARRIED**

**(7.1.8) PROJECT 400 – FIRE HALL**

**WHEREAS** Council's decision to request an estimate of the actual costs of reconstruction of the former fire hall;

**WHEREAS** the reputation and expertise of the Beaudoin Construction company;

**WHEREAS** Beaudoin Construction conducted an analysis in winter 2016 and submitted a report following the analysis;

**WHEREAS** council members received the report;

#75-05-2016

**THEREFORE, BE IT RESOLVED** that Council authorizes the payment of to Beaudoin Construction in the amount of \$ 2012.62.

**MOVED BY** Councillor Christopher Brownrigg  
**SECONDED BY** Councillor Charles Kealey  
**CARRIED**

**(7.1.9) BYLAW LOW-01-2016 AMENDING BYLAW 01-2014 CONCERNING COUNCIL PROCEDURES**

**WHEREAS** article 491 of the Municipal Code permits municipalities to amend or repeal bylaws concerning *“the manner in which debates of council are to be carried out and the manner in which order and decorum are to be preserved during the sittings of council”*;

**WHEREAS** Council has deemed it necessary to modify bylaw #001-2014 concerning Procedures of Council;

**WHEREAS** notice of motion was given at a regular sitting of council on February 1<sup>st</sup>, 2014 that a modification to the bylaw would be presented for consideration;

#76-05-2016

**THEREFORE BE IT MOVED BY** Councillor Michèle Logue-Wakeling,  
**SECONDED BY** Councillor Joanne Mayer **THAT** council hereby decrees the following:

**ARTICLE 1:** The preamble of the present bylaw forms an integral part of the bylaw for all intents and purposes.

**ARTICLE 2:** Council meetings include a question period of one hour including translation at the beginning of the session before “business arising”.

**ARTICLE 3:** The question period normally held at the end of council meetings is hereby eliminated.

**ARTICLE 4:** The present bylaw comes into effect after all provisions in the law have been respected

**CARRIED**

**(7.1.10) SIGNATURE AUTHORISATION**

**WHEREAS** the retirement of Liette Hickey;

**WHEREAS** the necessity of authorising another person other than the Director General to sign municipal documents in her absence;

**THEREFORE BE IT RESOLVED** that Council authorises Hélène Desjardins to sign all cheques and other documents relative to municipal affairs for and in the name of the municipality in the absence of the Director General.

**#77-05-2016**

**MOVED BY** Councillor Michèle Logue-Wakeling  
**SECONDED BY** Councillor Christopher Brownrigg  
**CARRIED**

**(7.1.11) DOCUMENT MANAGEMENT**

**WHEREAS** the importance of managing public documents in a public institution;

**WHEREAS** email communication is part of the public record and should be considered as part of a document policy;

**# 78-05-2016**

**THEREFORE BE IT RESOLVED** that Council concurs that research into a document policy be done.

**MOVED BY** Councillor Joanne Mayer  
**SECONDED BY** Councillor Michèle Logue-Wakeling  
**CARRIED**

**(7.1.12) LETTER**

**WHEREAS** the death of Jean Lafrenière, previous federal and provincial representative of the riding and ex-Mayor of Lac Ste-Marie;

**WHEREAS** the impact of his contribution to the region was significant;

**WHEREAS** the great respect that Low's municipal Council has for Mr. Lafrenière;

**# 79-05-2016**

**THEREFORE, BE IT RESOLVED** that Council requests that a letter of condolence be sent to the family of Mr. Jean Lafrenière.

**MOVED BY** Councillor Lynn Visentin  
**SECONDED BY** Councillor Charles Kealey  
**CARRIED**

**7.2 ROADS**

**(7.2.1) REPORT**

A brief report was given by Councillor Charles Kealey, President of the roads committee.

**(7.2.2) ACCOUNTABILITY**

**WHEREAS** the Ministry of Transport, Sustainable Mobility and Transportation Electrification has provided \$368,506 for maintenance of the road network for the year 2015;

**WHEREAS** compensations distributed to the Municipality are aimed at routine and preventive maintenance of local roads 1 and 2 as well as elements of the bridges situated on these roads, remain the responsibility of the Municipality;

**WHEREAS** this resolution is accompanied by Appendix A identifying the interventions made by the municipality on the aforementioned roads;

**WHEREAS** an external auditor will submit in the timeframe requested for the submission of the report, Annex B or a special externally audited report.

**# 80-05-2016**

**THEREFORE, BE IT RESOLVED** that the Council informs the Ministry of Transport, Sustainable Mobility and Transportation Electrification of the use of offsets for routine and preventive maintenance of local roads 1 and 2 and the elements of bridges located on these roads, that are the responsibility of the Municipality, in accordance with the objectives of maintenance assistance program of the local road network.

**MOVED BY** Councillor Michèle Logue-Wakeling  
**SECONDED BY** Councillor Charles Kealey  
**CARRIED**

**(7.2.4) CALCIUM**

**WHEREAS** two bids for calcium, one from Warwick Salt for \$ 537.70 plus tax/ton and one from Somavrac at \$588 plus tax/ton, were received;

**# 81-05-2016**

**BE IT RESOLVED** that Council authorizes the purchase of calcium from Sel Warwick priced at \$ 537.70 plus tax / tonne.

**MOVED BY** Councillor Charles Kealey  
**SECONDED BY** Councillor Joanne Mayer  
**CARRIED**

**(7.2.4) REQUEST STÉPHANIE VALLÉE**

**BE IT RESOLVED** that council request that the DG send a request for a grant of \$50,000 to MNA Stéphanie Vallée for the re-surfacing of Kallala Rd. with 6 inches of CTF20 over one kilometer as well as the replacement of three culverts.

**#82-05-2013**

**MOVED BY** Councillor Charles Kealey  
**SECONDED BY** Councillor Joanne Mayer  
**CARRIED**

**(7.3) PUBLIC SECURITY**

**(7.3.1) REPORT**

A report was given by the Vice President of the Public Safety Committee, Councillor Michèle Logue-Wakeling in the absence of Councillor Amanda St. Jean.

**(7.3.2) RESIGNATION**

**WHEREAS** the resignation of Sébastien Ouellette from the Low Fire Department due to relocation;

**# 83-05-2016**

**THEREFORE BE IT RESOLVED** that Council accepts the resignation of Sébastien Ouellette from the Low Fire Department.

**MOVED BY** Councillor Michèle Logue-Wakeling  
**SECONDED BY** Councillor Joanne Mayer  
**CARRIED**

### **(7.3.3) TRAINING**

**WHEREAS** the request of the chief of the fire department, Ghyslain Robert, for training that will ensure that he receives his instructor course;

**WHEREAS** once completed, the chief of the fire department will then seek his accreditation to teach fire fighter 1, pumper courses etc. by sitting an exam;

**WHEREAS** this training could mean significant savings for firefighter training;

**WHEREAS** the Municipality of Denholm pays 50% of the costs associated with training, about \$1500 (\$ 3,000 total)

**# 84-05-2016**

**THEREFORE BE IT RESOLVED** that Council authorizes the training;

**THAT** the municipality pay 50% of costs for training (approximately \$1500).

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Christopher Brownrigg

**CARRIED**

### **(7.4) ENVIRONMENT**

#### **(7.4.1) REPORT**

A report is given by Councillor Christopher Brownrigg, Chairman of the Environment Committee.

#### **(7.4.2) INCREASE OF HOURS - DUMP**

**WHEREAS** the entry into force of the LOW-05-2015 bylaw on property maintenance in autumn 2015;

**WHEREAS** the number of requests received for increased hours of operation for the dump;

**WHEREAS** the recommendation from the Inspector for adding more hours;

**WHEREAS** the addition of 3hours/week represents an additional cost of approximately \$880/year;

**WHEREAS** the additional costs are budgeted;

**# 85-05-2016**

**THEREFORE BE IT RESOLVED** that Council authorize that the dump be open from May 7, 2016 from 9h to 16h until October 8, 2016;

**THAT** attendant, Fern Rochon, is paid \$ 130 per day.

**MOVED BY** Councillor Christopher Brownrigg

**SECONDED BY** Councillor Joanne Mayer

**CARRIED**

#### **(7.4.3) REPORTING RECYC-QUÉBEC**

**WHEREAS** the obligation to submit a verified financial statement certified by an external auditor to be eligible for the grant for recycling;

**# 86-05-2016**

**THEREFORE BE IT RESOLVED** that Council authorizes that the financial statement be prepared by Piché Lacroix in accordance with the expectations of Recyc-Québec.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Joanne Mayer

**CARRIED**

### **(7.5) PLANNING**

#### **(7.5.1) REPORT**

A report is given by Councillor Joanne Mayer, President of the Committee of urbanization.

**(7.5.2) MODIFY RESOLUTION No. 191-12-2015**

**WHEREAS** a request to modify resolution No. 191-12-2015 from the CPTAQ;

**WHEREAS** the CPTAQ states that Resolution No. 191-12-2015 must comply with section 58.2 by including the appropriate spaces available elsewhere on the territory of the municipality;

**WHEREAS** the authorization request to the CPTAQ comes from Hydro-Québec and regards the enlargement of the corridor for electrical towers in order to add greater power capacity that will supply the municipalities north of MRCVG;

**WHEREAS** the parts of lots required by Hydro-QC are adjacent to the present corridor of the current line and that this is in the agricultural zone and that a minor enlargement of the corridor is required to in order to reconstruct the line and that it must be in the same place as the present line;

**# 87-05-2016**

**THEREFORE, BE IT RESOLVED** that resolution No. 191-12-2015 is hereby modified.

**MOVED BY** Councillor Charles Kealey  
**SECONDED BY** Councillor Joanne Mayer  
**CARRIED**

**(6.5.2) APPLICATION CPTAQ**

**WHEREAS** a request to subdivide lot 5557726 in order to sell lots on Lake Cahill;

**WHEREAS** the nature of the request is not against municipal regulations;

**WHEREAS** the lot is not conducive to farming, including maple syrup;

**WHEREAS** the subdivision would not have a negative effect on the surrounding current agricultural activities;

**# 88-05-2016**

**THEREFORE, BE IT RESOLVED** that Council supports the subdivision request made by the owner of the renovated lot 5557726 without reservation.

**MOVED BY** Councillor Michèle Logue-Wakeling  
**SECONDED BY** Councillor Charles Kealey  
**CARRIED**

**(7.5.4) AMENDMENT OF BYLAW LOW02-2015 REGARDING NUISANCES**

**WHEREAS** bylaw LOW-02-2015 which modified bylaw 013-2013 on nuisances by adding hours between which noise would not be tolerated;

**WHEREAS** bylaw 013-2013 is an SQ harmonized bylaw adopted by the municipality of Low;

**WHEREAS** municipalities that have adopted harmonized bylaws must bring modifications to the MRC's committee on security for approval;

**WHEREAS** the original bylaw 013-2013 is more adapted to the municipality's needs;

**#89-05-2016**

**THEREFORE BE IT RESOLVED** and **MOVED BY** councillor Lynn Visentin  
**SECONDED BY** Councillor Joanne Mayer that council decrees the following:

**THAT** bylaw LOW-02-2015 amending bylaw 013-2013 on nuisances be modified by taking out the hours between which noise will not be tolerated.

**ADOPTED**

**(7.6) LEISURE & CULTURE**

**(7.6.1) REPORT**

A report is given by Councillor Lynn Visentin, vice president of the Recreation Committee.

**(7.6.2) KAZCAN**

**WHEREAS** the recommendation to financially support the initiative of the camp for children KazCan by the president of the recreation committee, Councillor Lynn Visentin as well as Councillor Michèle Logue-Wakeling;

**WHEREAS** the camp is held during the summer at Queen Elizabeth School in Kazabazua;

**WHEREAS** the camp is available to low incomes families;

**WHEREAS** the camp provides local employment opportunities;

**WHEREAS** the camp is open to the five municipalities in southern MRCVG;

**WHEREAS** the subsidies from the government are no longer available;

**WHEREAS** a contribution of \$ 1500 is required from each municipality of the south of the MRCVG;

**WHEREAS** the funds are available in the budget;

**# 90-05-2016**

**THEREFORE, BE IT RESOLVED** that Council authorizes a donation of \$ 1,500 for KazCan camp.

**MOVED BY** Councillor Michèle Logue-Wakeling

**SECONDED BY** Councillor Charles Kealey

**CARRIED**

**(6.7) VARIA**

**(7) QUESTION PERIOD**

At the beginning of the meeting

**(8) ADJOURNMENT**

**# 91-05-2016**

**BE IT RESOLVED THAT** the meeting ends at 22:45

**MOVED BY** Councillor Charles Kealey

**SECONDED BY** Councillor Christopher Brownrigg

**CARRIED**

*Morris O'Connor*  
Mayor

*Franceska Gnarowski*  
Director General / Secretary-Treasurer

"I, Morris O'Connor, Mayor, certify that the signature of this minutes is equivalent to my signature on all resolutions contained within the meaning of Article 142 (2) of the Municipal Code "