

**CANADA
PROVINCE OF QUÉBEC
MUNICIPALITY OF LOW**

MINUTES of the regular meeting of members of the Council of the Municipality of Low, held this 7th day of November, 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 Michèle Logue-Wakeling, Amanda St. Jean, Joanne Mayer, and Councillors Charles Kealey and Christopher Brownrigg.

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

Being absent: Councillor Lynn Visentin

1) OPENING

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

2) QUESTION PERIOD

3) BUSINESS ARISING FROM PREVIOUS MEETING

4) MINUTES

169-11-2016

BE IT RESOLVED that the minutes of the regular meeting of October 3, 2016 be adopted at the December meeting of council as the minutes require an amendment.

MOVED BY Councillor Joanne Mayer

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

5) AGENDA

170-11-2016

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

MOVED BY Councillor Joanne Mayer

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

6) EXPENDITURES AND SALARIES

171-11-2016

BE IT RESOLVED THAT the # 11-2016 list of disbursements for the period from October 3, 2016 to November 7, 2016 totalling \$ 142,621.25

THAT the net wages paid for the period from October 1, 2016 to October 31, 2016 totalling \$ 35,545.70 are accepted;

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

MOVED BY Councillor Michèle Logue-Wakeling

SECONDED BY Councillor Charles Kealey

CARRIED

CERTIFICATE

I, the undersigned, Director General / Secretary-Treasurer, hereby certify that funds are available for expenses cited in resolution # 171-11-2015, as provided by the Council of the Municipality of Low.

Franceska Gnarowski

Director General / Secretary-Treasurer

(7) MAYOR'S REPORT

The mayor provides no verbal report of activities for the month of October. He will present them at the December meeting.

7.1 ADMINISTRATION

(7.1.1)REPORT OF THE ADMINISTRATION COMMITTEE

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

(7.1.2) NOTICE OF MOTION

Notice of motion is hereby given by Councillor Michèle Logue Wakeling that an amendment to by-law 04-2012 on the Code of Ethics and Good Conduct for municipal employees is anticipated in order to comply with the changes to funding laws in Bill 83, which was passed in the National Assembly in June 2016.

(7.1.3) COLLECTIVE GRANT APPLICATION

WHEREAS the Municipality of Low wants to have a family policy and a senior-friendly municipality (PFM-MADA);

WHEREAS that by adopting a PFM-MADA the Municipality of Low will improve the quality of life for families and seniors on its territory;

WHEREAS the importance that the Municipality of Low attaches to creating a quality living environment where families and seniors can thrive;

WHEREAS the MRC Vallée-de-la-Gatineau desires, with the participation of a minimum of five municipalities, to apply to the Ministry to be funded for a collective approach to PFM / MADA;

172-11-2016

THEREFORE, BE IT RESOLVED that the Council of the Municipality of Low authorizes Mrs. Franceska Gnarowski, Director General of the Municipality of Low to sign the memorandum of agreement to intervene between the MRCVG and Low municipality any information or documents relating to the project;

THAT the Council of the Low municipality creates a position for an elected person to be responsible for family issues and the seniors file for council in order to monitor all activities affecting the lives of families and seniors in the municipality;

THAT the Council of the Municipality of Low names Councillor Lynn Visentin, the elected position responsible for family issues and elder file;

THAT the Council of the Municipality of Low authorizes the creation of the committee which will ensure continuity of the Municipal Family Policy approaches (PFM) and the Municipality Friend of Seniors (MADA) whose members will possibly from the following industries:

- Representative of schools and health;
- Representative of the community family community, youth and older;
- Living environment (associations);
- Representative of citizens (family and older);
- Municipal Representatives.

THAT council will not be held responsible for the costs of the program should the grant not be forthcoming.

MOVED BY Councillor Joanne Mayer

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

(7.1.4) AMENDMENT TO RESOLUTION No. 180-12-2015

WHEREAS the DG's employment contract signed on 5 January, 2016 by the Mayor and the Director General for the period from 1 January 2016 to 31 December 2019 specifies regular office hours of 35 hours per week;

WHEREAS the previous employment contract specified normal office hours of 40 hours per week;

WHEREAS despite the previous contract the DG has been paid based on 35-hour week since taking office on 11 August 2011;

WHEREAS council members agreed to make a correction to the new contract to reflect the current reality;

173-11-2016

THEREFORE, BE IT RESOLVED that resolution 180-12-2015 is hereby amended to add regular office hours at 35 hours per week.

MOVED BY Councillor Michèle Logue-Wakeling

SECONDED BY Councillor Amanda St. Jean

OPPOSED BY Councillors Joanne Mayer and Christopher Brownrigg

CARRIED

(7.1.5) COMMUNITY RADIO FM OF THE UPPER GATINEAU VALLEY (CHGA-FM) FOR SUPPORT OF THE REQUEST FOR AUTHORIZATION TO INCREASE THE ISSUING THE POWER TELEVISION AND CANADIAN TÉLÉCOM-MUNICATIONS (CRTC)

WHEREAS the transmitting power of community radio FM Haute-Gatineau (CHGA-FM) does not reach the entire population of the MRC Vallée-de-la-Gatineau and in some areas, weak signal or non-existent; the present tower, located in the municipality of Blue Sea and from the years 70, is out-dated and no longer meets the requirements of the building Code;

WHEREAS the FM Community Radio Haute-Gatineau (CHGA-FM) is the only primary station communicating in emergency situations to all the municipalities of the MRC Vallée-de-la-Gatineau and with only one transmitter, it is vulnerable in case of failure;

WHEREAS that more than one million vehicles per year pass through the Park La Verendrye and NWT whether for business or leisure and that currently media cannot reach these people in the event of an emergency;

WHEREAS reasons for its FM Community Radio Haute-Gatineau (CHGA-FM) asked the Canadian Radio-television and Telecommunications Commission (CRTC) approval to expand the parameters of its transmitter power;

174-11-2016

THEREFORE, BE IT RESOLVED to support community FM Radio Haute-Gatineau (CHGA-FM) in its request for authorization from the Canadian Radio-television and Telecommunications Commission (CRTC) for increase the parameters of its transmitter power.

MOVED BY Councillor Christopher Brownrigg

SECONDED BY Councillor Amanda St. Jean

CARRIED

(7.1.6) COUNCIL MEETINGS

WHEREAS article 148 of the Municipal Code states that council must fix the dates of the regular sittings of council before the start of the following year;

175-11-2016

THEREFORE, BE IT RESOLVED THAT council authorises the following dates to be reserved for the regular sittings of council in 2017:

Jour/Mois	Time/Heure	Hall/Salle
January 9janvier	19h00	Salle Héritage
February6 février	19h00	Salle Héritage
March 6 mars	19h00	Salle Héritage
April 3avril	19h00	Salle Héritage
May 1mai	19h00	Salle Héritage
June 5juin	19h00	Salle Héritage
July 3juillet	19h00	Salle Héritage
August 7août	19h00	Salle Héritage

September 5septembre	19h00	Salle Héritage
October 2octobre	19h00	Salle Héritage
November 6novembre	19h00	Salle Héritage
December 4décembre	19h00	Salle Héritage

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

(7.1.7) HOLIDAY CLOSING

176-11-2016

BE IT RESOLVED by council that the Municipality of Low authorises the closing of the municipal office at 4A chemin d'Amour for the holidays from December 26 to January 4, 2017 inclusive.

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

(7.1.8) MAYOR'S REPORT

WHEREAS article 955 of the Municipal Code states that a mayor's report stating the financial status of the municipality must be submitted at least 4 weeks before the following's year's budget is adopted;

177-11-2016

THEREFORE, BE IT RESOLVED by council that the report given by Mayor Morris O'Connor, be accepted;

THAT the report be distributed to residents by post as soon as possible.

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

(7.1.9) UNPAID TAXES

WHEREAS article 1022 of the Municipal Code states that the secretary treasurer must submit, in November of each year, a report of taxes due to the municipality;

178-11-2016

THEREFORE, BE IT RESOLVED by council that the list submitted by the Director General/Secretary Treasurer, Franceska Gnarowski, be accepted as presented.

MOVED BY Councillor Michèle Logue-Wakeling
SECONDED BY Councillor Amanda St. Jean
CARRIED

7.2 ROADS

(7.2.1) REPORT

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

(7.2.2) MEMBERSHIP COMBEQ - MUNICIPAL OFFICERS

WHEREAS a request to renew the annual membership to COMBEQ has been received;

WHEREAS the membership cost is \$402.41 for 2017;

179-11-2016

THEREFORE, BE IT RESOLVED that Council authorizes the membership for the municipal inspector, Roch Courville, the COMBEQ.

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

(7.2.3) TECQ - 2014-2018

WHEREAS the Municipality of Low wishes to change the programming under the TECQ (2014-2018) previously accepted by the infrastructure branch of the MAMOT;

WHEREAS the municipality has taken note of the Guide for terms of payment of the government contribution under the gas tax program and the contribution of Quebec (TECQ) for the years 2014-2018;

WHEREAS the municipality must comply with the terms of this guide that apply to it to receive the government contribution that was confirmed in a letter to the Minister of Municipal Affairs and Land Occupancy.

180-11-2016

THEREFORE, IT BE ITRESOLVED THAT the municipality agrees to comply with the terms of the guide that apply to it;

THAT the municipality agrees to be solely responsible and save harmless Canada and Quebec as well as their ministers, officers, employees and agents from any liability for claims, demands, losses, damages and costs of all kinds as having any injury to a person, the death of the latter, causes damage to property or loss of property due to a deliberate or negligent act directly or indirectly from investments realized through the financial support obtained in TECO part of the 2014-2018 program;

THAT the Municipality approves the content and authorizes the sending to the Ministry of Municipal Affairs and Land Occupancy of the programming work attached to this and all other documents required by the Ministry to receive the government contribution was confirmed in a letter to the Minister of municipal Affairs and land occupancy;

THAT the Municipality is committed to achieving the minimum threshold for capital fixed municipal infrastructure \$ 28 per capita per year, or a total of \$ 140 per capita for all five years of the program;

THAT the municipality agrees to inform the Ministry of Municipal Affairs and Land Occupancy of any changes that will be made to the programming work approved by the present resolution.

THAT the municipality attests by the present resolution that the attached program contains real and true costs and reflects the budgeted expenses for projects approved until March 31, 2017.

MOVED BY Councillor Charles Kealey

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

(7.3) PUBLIC SECURITY

(7.3.1) REPORT

Report is given by Councillor Amanda St. Jean, President of the Public Safety Committee.

(7.3.2) FIRE FIGHTER TRAINING

WHEREAS the Regulation respecting the conditions for exercise of functions within a municipal fire safety service provides the training requirements for firefighters fire safety services to ensure a minimum professional qualification;

WHEREAS this regulation is part of a desire to ensure municipalities forming teams of firefighters with the skills and abilities necessary to respond effectively in an emergency;

WHEREAS that in December 2014, the Quebec government established the Financial Assistance Program for the training of volunteers and part-time firefighters;

WHEREAS the program's main objective is to bring the municipal organizations financial assistance to enable them to have a sufficient number of qualified firefighters to work effectively and safely in an emergency;

WHEREAS the program also aims to promote the acquisition of skills and basic skills required by volunteer and part-time firefighters practicing in municipal fire safety services;

WHEREAS the Municipality of Low wishes to benefit from the financial assistance offered by the program;

WHEREAS the Municipality of Low provides for the training of 4 firefighters to the Firefighter I program, 10 firefighters in hazardous materials, 4 firefighters in auto pumper and two firefighters in non-urban officer courses over the next year to respond effectively and safely to emergency on its territory;

WHEREAS the municipality must send its application to the Department of Public Safety through the MRC Vallée-de-la -Gatineau in accordance with Article 6 of the Programme.

181-11-2016

THEREFORE, BE IT RESOLVED that council apply for financial assistance for the training of these firefighters under the financial assistance program for volunteer or part time firefighter training to the Ministry of Public Safety and forward the request to the MRC Vallée de la Gatineau.

MOVED BY Councillor Amanda St. Jean
SECONDED BY Councillor Joanne Mayer
CARRIED

(7.3.3) RESIGNATION OF DIRECTOR OF THE FIRE SERVICE

WHEREAS the resignation via email Friday, October 28, 2016 for personal reasons, of the Director of the fire department, Ghyslain Robert;

182-11-2016

THEREFORE, BE IT RESOLVED that council accepts the resignation of Mr. Ghyslain Robert effective October 28, 2016.

MOVED BY Councillor Michèle Logue-Wakeling
SECONDED BY Councillor Amanda St. Jean
CARRIED

(7.3.4) RESIGNATION OF DEPUTY DIRECTOR OF THE FIRE SERVICE

WHEREAS the resignation via email on Tuesday, November 1, 2016 for personal reasons, of the Deputy Director of the fire department, James Routliffe;

183-11-2016

THEREFORE, BE IT RESOLVED that council accepts the resignation of Mr. James Routliffe effective 1 November 2016.

MOVED BY Councillor Michèle Logue-Wakeling
SECONDED BY Councillor Amanda St. Jean
CARRIED

(7.3.5) DIRECTOR, FIRE DEPARTMENT ACTING

WHEREAS the resignation of the Director of Fire Service, Mr. Ghyslain Robert and the resignation of the Deputy Director of the fire department, Mr. James Routliffe;

WHEREAS the ongoing needs of the fire department in management, prevention, planning, equipment, recruitment, and other inspection;

WHEREAS council wishes to acquire the expertise of Michel Lemieux, firefighter, officer for 39 years, to manage the fire department and to develop a short and long term action plan;

184-11-2016

THEREFORE, BE IT RESOLVED by the Board to hire Mr. Michel Lemieux as Director of Fire Department of the Municipality of Low acting from November 8, 2016 until January 31, 2017;

THAT the hourly rate should be set at \$ 30 and the hours are limited to 20 hours per week;

THAT the funds will be taken from the surplus reserved for the fire hall;

THAT the Mayor, Mr. Morris O'Connor and / or the DG, Ms. Franceska Gnarowski, be authorized to sign all documents related to the hiring.

MOVED BY Councillor Christopher Brownrigg
SECONDED BY Councillor Amanda St. Jean
CARRIED

(7.4) ENVIRONMENT

(7.4.1) REPORT

A brief report was given by Councillor Christopher Brownrigg, President of the Environmental Committee.

(7.4.2) CONTAINERS

WHEREAS the new waste and recycling removal service will start January 1, 2016;

WHEREAS the following private roads: Mulroney, McLaughlin, St-Brigid, Kaylen, Clifford, Hickey, Anthony, O'Sullivan, River, Rivière du Soleil, Côte Nord, Higgins, des Boucanniers, Shamrock, McCarthy, des Pauls, Barry, de la Barrière, des Piverts, Simon, montée du Havre, Péninsule, lac Cassel, McNicols, de la Berge, Marie-Reine, are inaccessible during the winter;

WHEREAS the new waste and recycling removal service will be done with a truck that is much longer than what was used previously, which will prevent the removal of residual material at the door throughout the year;

WHEREAS the municipality of Denholm and Low proceeded to a call for tenders through invitation and received the following proposals;

Conteneurs RDA	\$948,54 tax and delivery included
Soudure J.M Chantal Inc	\$937,52 tax and delivery included
Industek Inc	\$827,87 tax and delivery included

#185-11-2016

THEREFORE, BE IT RESOLVED that council authorises the purchase of 26 steel containers at a cost of 627.67 each plus taxes for a total of \$20,108.42;

THAT the containers be installed at the end of the above-mentioned roads in order for residents to place their garbage and recycling;

THAT the funds be taken from the working fund and re-paid in its entirety once the first instalment of the 2017 taxes is received.

MOVED BY Councillor Christopher Brownrigg
SECONDED BY Councillor Joanne Mayer
CARRIED

(7.4.3) HIRING

WHEREAS the new waste removal and recycling service requires the hiring of a sanitation worker to pick up waste and recycling;

WHEREAS council would like the position to be staffed by a resident of the municipality of Low;

#186-11-2016

THEREFORE, BE IT RESOLVED that council authorises the posting of the job from November 8 until November 25, 2016 on the three municipal billboards, the web site and Facebook;

THAT the employment offer sent to Emploi Quebec for posting;

THAT the DG, Franceska Gnarowski, and the Municipal Inspector, RochCourville, be authorised to select the candidate.

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

CARRIED

(7.5) PLANNING

(7.5.1) REPORT

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

(7.5.2) APPLICATION CPTAQ 5162281

WHEREAS a request from the owner of renovated lot 5162281 o the CPTAQ;

WHEREAS the request is the transfer of part of a lot to a family member so that residence already located on the land in question can be restored;

WHEREAS the family member cannot access funds for renovations as long as he does not own the land and the existing building;

WHEREAS the lot in question has no possible use for agricultural purposes due to the existing residence;

WHEREAS this transfer will have no negative effect on agricultural activities or the homogeneity of the community;

WHEREAS a renovated residence adds value to the Municipality of Low as opposed to a neglected and uninhabitable residence;

187-11-2016

THEREFORE, BE IT RESOLVED that for these reasons Council supports the request of the owner of the renovated lot 5162281 and calls upon the CPTAQ to allow the application.

MOVED BY Councillor Charles Kealey

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

(7.6) RECREATION & CULTURE

(7.6.1) REPORT

A report is given by Councillor Joanne Mayer in the absence of Councillor Lynn Visentin, President of the Recreation Committee.

(7.7) MISCELLANEOUS

(8) ADJOURNMENT

188-11-2016

BE IT RESOLVED THAT the meeting ends at 21:00

MOVED BY Councillor Charles Kealey

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

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."