

**CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF LOW**

MINUTES of a regular meeting of the Council of the Municipality of Low, held Tuesday, July 4, 2017 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: Councillors Michele Logue-Wakeling, Joanne Mayer, Amanda St. Jean and Lynn Visentin and Councillor Charles Kealey

Being absent: Councillor Christopher Brownrigg.

Being also present: Francesca Gnarowski, Director General

1) OPENING

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

2) QUESTION PERIOD

3) BUSINESS ARISING FROM THE PREVIOUS MEETING

No business arising.

134-07-2017

4) MINUTES

BE IT RESOLVED that the minutes of the regular meeting of June 5, 2017 be adopted as presented.

MOVED BY Councillor Lynn Visentin
SECONDED BY Councillor Michèle Logue-Wakeling
CARRIED

135-07-2017

(4A) MINUTES

BE IT RESOLVED that the minutes of the special meeting of June 15, 2017 be adopted as presented.

MOVED BY Councillor Amanda St-Jean
SECONDED BY Councillor Charles Kealey
CARRIED

136-07-2017

5) AGENDA

BE IT RESOLVED that the agenda be adopted with modifications as proposed by Councillor Joanne Mayer and that it remains open.

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

137-07-2017

6) ACCOUNTS PAYABLE

BE IT RESOLVED THAT the list # 07-2017 of disbursements for the period from June 1 2017 to June 30, 2017 totalling \$214,292.32;

THAT the net wages paid for the period from June 1, 2017 to June 30, 2017 totalling \$ 26,965.67 are accepted;

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

MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Lynn Visentin
CARRIED

CERTIFICATE

I, the undersigned, Director General / Secretary-Treasurer, hereby certify that funds are available for expenses appointed to resolution #137-07-2017, as provided by the Council of the Municipality of Low.

Director General / Secretary-Treasurer

7) MAYOR'S REPORT

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

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) NOTICE OF MOTION

Notice of motion is hereby given by Councillor Joanne Mayer that a bylaw regarding fences will be tabled at a subsequent meeting of Council

(7.1.3) ELECTORAL PERSONEL REMUNERATION

WHEREAS municipal elections will be held on November 5, 2017;

WHEREAS in order to hold an election, the Municipality must hire and pay for temporary election staff;

WHEREAS Council wishes to establish by resolution the remuneration of the election staff for the election of November 5, 2017;

THEREFORE BE IT RESOLVED that the Council of the Municipality of Low adopt the following table concerning the remuneration of election officers for the election of November 5, 2017:

	Gazette officiel	Proposition
Returning Officer		
Preparation and revision of the list of electors	.340\$ par électeur	According to the official Gazette
Training	0\$	Regular working rate
Advance voting	226\$	Regular working rate
Voting day	339\$	Regular working rate
Election secretary		
Preparation and revision of the list of electors	¾ président	According to the official Gazette
Training	0\$	Regular working rate
Advance voting	169.50\$	Regular working rate
Voting day	254.25\$	Regular working rate
Assistant to the Returning Officer		
Preparation and revision of the list of electors	½ président	According to the official Gazette

Training	0\$	Regular working rate
Advance voting	113.00	Regular working rate
Voting day	127\$	Regular working rate
Advance polling		
Polling station scrutineer	94\$	125\$
Polling station secretary	70\$	115\$
Information clerk	76\$	125\$
Order maintenance	76\$	125\$
President of the verification table	94\$	125\$
Members of the verification table	70\$	115\$
Substitute	0\$	60\$
Presence at training	13\$	30\$
Voting day		
Polling station scrutineer	113\$	165\$
Polling station secretary	83\$	152\$
Information clerk	90\$	162\$
Order maintenance	90\$	162\$
President of the verification table	113\$	128\$
Members of the verification table	83\$	126\$
Advance poll vote count scrutineer	32\$	47\$
Advance poll vote count secretary	32\$	47\$
Substitute		60\$
Presence at training	13\$	30\$

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

139-07-2017

(7.1.4) MUNICIPAL ELECTION OF NOVEMBER 5, 2017 - DELEGATION OF POWER TO THE PRESIDENT OF ELECTION TO INCREASE EXPENSES AND DISBURSEMENT OF REMUNERATION OF ELECTION PERSONNEL.

WHEREAS the Director General, Mrs. Francesca Gnarowski, is ex officio the Returning Officer and that November 5, 2017 is the date fixed for the next municipal election;

WHEREAS, as the returning officer, it is incumbent on the Returning officer to incur a number of expenses, such as publications, printing ballot papers, election officer remuneration, meal expenses, etc. .;

WHEREAS the request for Council to delegate authority to incur expenses;

IT IS THEREFORE RESOLVED THAT Mrs. Francesca Gnarowski, Director General, be delegated authority to incur the expenses necessary for the smooth running of the municipal election of November 5, 2017;

THAT this council authorizes the disbursement of the remuneration of all the election staff following the approval of the returning officer.

MOVED BY Councillor Amanda St-Jean
SECONDED BY Councillor Lynn Visentin
CARRIED

140-07-2017

(7.1.5) REGIONAL DG MEETING

CONSIDERING that the regional meeting of DGs of the ADMQ will be held in Gatineau on September 14 and 15;

THEREFORE BE IT RESOLVED that Council approves the participation of the DG at the meeting September 15 and 16, 2017 at the price of \$ 200 plus applicable taxes.

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

141-07-2017

(7.1.6) HUMAN RESOURCES

WHEREAS the recommendation of the Administrative Committee;

WHEREAS that the Employee Manual has undergone a final revision;

WHEREAS the employee's manual reflects the conditions found in the employment contracts as well as the requirements of the Labor Standards Act;

WHEREAS the job descriptions have been reviewed and verified by the employees as well as the Administrative Committee and the DG;

WHEREAS that the evaluation process meets the expectations of management and employees;

THEREFORE, BE IT RESOLVED that Council adopt the employee's manual, job descriptions for all positions and the performance appraisal forms for administration and roads as presented.

MOVED BY Councillor Michèle Logue-Wakeling
SECONDED BY Councillor Charles Kealey
OPPOSED BY Councillor Joanne Mayer
CARRIED

7.2 ROADS

(7.2.1) PUBLIC WORKS

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

142-07-2017

(7.2.2) RESIGNATION

WHEREAS the letter of resignation from Mr. Roch Courville, Municipal Inspector and Director of Roads;

THEREFORE BE IT RESOLVED that the Council accept the resignation of Mr. Roch Courville as of June 23, 2017 and that all vacation, vacation and benefits to which he is entitled be granted in accordance with labour standards.

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

143-07-2017

(7.2.3) JOB POSTING

WHEREAS the position of Municipal Inspector has been vacant since the resignation of Mr. Roch Courville on June 23, 2017;

THEREFORE BE IT RESOLVED that a call for candidates for the position of Municipal Inspector and Director of Roads be posted in the three municipal locations, on Facebook, the Municipality's website, Municipal Québec, and in Gatineau and The Low Down for two weeks following the newspaper display;

THAT the hiring committee prepare its recommendation to fill the position for the regular council meeting of August 7th at the latest.

MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Amanda St-Jean
CARRIED

(7.3) PUBLIC SECURITY

(7.3.1) REPORT

A report was given by the President of the Public Safety Committee, Councillor Amanda St. Jean.

144-07-2017

(7.3.2) RESIGNATION

WHEREAS the continuing absence of and the letter of resignation from Mr. Richard Charron's fire department dated June 19, 2017;

WHEREAS Mr. Charron has returned the equipment belonging to the fire department;

THEREFORE BE IT RESOLVED that council accept the resignation of Mr. Richard Charron from the fire department of the municipality of Low;

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

(7.4) ENVIRONMENT

(7.4.1) REPORT

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

145-07-2017

(7.4.2) GENERATOR MAINTENANCE

WHEREAS no maintenance has been done on the generator at the Low pumping station;

WHEREAS a proposal from Solutios Electric to provide the maintenance, replace filters, replace the oil and replace the anti-freeze level indicator for \$975 plus taxes;

THEREFORE, BE IT RESOLVED that council accept the proposal from SOLUTIOS for the maintenance of the generator for the above-mentioned amount.

(7.5) PLANNING

(7.5.1) REPORT

A report regarding the committee's monthly meeting is given by Councillor Joanne Mayer, President of the Committee of urbanization and the proposed fence bylaw is also tabled..

146-07-2017

(7.5.2) CONTRACT

WHEREAS the resignation of the municipal inspector;

WHEREAS the continuing demand for permits;

WHEREAS the proposal of Mr. Normand Schnob, former municipal inspector;

THEREFORE, BE IT RESOLVED that Council accept the offer of services from Mr. Schnob who will be at the disposal of the municipality for applications for permits only, that is to say that he will verify the conformity of all documents relating to an application for authorization for signature by the Director General;

THAT the hourly rate for his services be fixed at \$ 50 with a minimum of three hours;

MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Joanne Mayer
CARRIED

(7.6) RECREATION & CULTURE

(7.6.1) REPORT

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

(8) VARIA

(9) CLOSING

147-07-2017

BE IT RESOLVED that the meeting be adjourned at 20:15PM
MOVED BY Councillor Charles Kealey
SECONDED BY Councillor Michèle Logue-Wakeling
CARRIED

Mayor

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 "