

**CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF LOW**

MINUTES of a regular meeting of the Council of the Municipality of Low, held Monday, February 5, 2018 at 7:00 pm, at the Heritage Hall, 4A d'Amour Rd, Low (Québec) J0X 2C0 chaired by the Mayor, Mrs. Carole Robert.

Also present: Councillors Joanne Mayer, Lucie Cousineau & Maureen Rice and Councillors Roch Courville & Ghyslain Robert
Assistant Secretary-treasurer, Hélène Desjardins
Being absent, Councillor Luc Thivierge
Being absent: Franceska Gnarowski, Director General

1) OPENING

Noting quorum, the meeting was officially declared open by the Mayor, Mrs. Carole Robert

2) QUESTION PERIOD

3) BUSINESS ARISING FROM THE PREVIOUS MEETING

#036-02-2018

4) MINUTES

BE IT RESOLVED that the minutes of the adjourned meeting of November 13 & 20, 2017 December 4, 7 & 18, 2017, January 8, 25 & 30, 2018 be adopted as presented with the modifications requested by the members of the council, and that these changes were made by the Assistant-treasurer Hélène Desjardins and the administrative assistant Sylvia Levett.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Maureen Rice
CARRIED UNANIMOUSLY

#037-02-2018

5) AGENDA

BE IT RESOLVED that the agenda be accepted and that it remain open.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Ghyslain Robert
CARRIED UNANIMOUSLY

#038-02-2018

6) ACCOUNTS PAYABLE

BE IT RESOLVED THAT the list # 02-2018 of disbursements for the period from January 9, 2018 to February 5, 2018 totalling \$100 949.90 adopted;

THAT the net wages paid for the period from January 1st to January 31st 2018 totalling \$23 204.93 be adopted;

THAT the Director General Secretary Treasurer is authorised to make the necessary budgetary allocations to this effect.

MOVED BY Councillor Ghyslain Robert
SECONDED BY Councillor Joanne Mayer
CARRIED UNANIMOUSLY

CERTIFICATE

I, the undersigned assistant Secretary-Treasurer, hereby certify that the necessary funds are available for the expenses named in resolution # 038-02-2018, as provided by the Council of the Municipality of Low.

Hélène Desjardins
Assistant Secretary-Treasurer

7) MAYOR'S REPORT

A report of the activities for the month of January is presented by the mayor.

7.1) ADMINISTRATION

(7.1.1) REPORT OF THE ADMINISTRATIVE COMMITTEE

A report was presented by Councillor Joanne Mayer.

#039-02-2018

(7.1.2) MEMBERSHIP FÉDÉRATION QUÉBÉCOISE DES MUNICIPALITÉS

BE IT RESOLVED that Council approve the Municipality of Low's membership in the Fédération Québécoise des municipalités for 2018 at an annual cost of \$1,342.48.

MOVED BY Councillor Ghyslain Robert
SECONDED BY Councillor Roch Courville
CARRIED UNANIMOUSLY

#040-02-2018

(7.1.3) FEDERAL STUDENT EMPLOYMENT GRANT PROGRAM

WHEREAS the Federal Student Employment grant program is in effect for organizations wishing to take advantage of it;

WHEREAS the municipality would need two (2) students for the library and the municipal office;

THEREFORE, BE IT RESOLVED that Council authorized the application to the program be submitted;

THAT the remuneration of these students be \$13 per hour;

THAT the assistant secretary-treasurer and / or the Mayor be authorized to sign any documents relating to this grant.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Ghyslain Robert
CARRIED UNANIMOUSLY

#041-02-2018

(7.1.4) SIGNATURE AUTHORIZATION FOR HÉLÈNE DESJARDINS

WHEREAS the indefinite absence of the Director general;

BE IT RESOLVED that Council authorize Mrs. Hélène Desjardins to sign all documents relevant to the efficient operation of the municipal office. The Director-general will regain her right only with the approval of the Council

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Maureen Rice
CARRIED UNANIMOUSLY

#042-02-2018

(7.1.5) RESOLUTION OF SUPPORT FOR THE LAUNCH OF A CALL FOR TENDERS FOR THE GROUPING INSURANCE (EMPLOYEES) BY THE UMQ

WHEREAS THAT in accordance with the Municipal Code and the UMQ Solution, the municipality and this council wish to authorize the launching of a public call for tenders to obtain group insurance products for its employees and, where applicable, for its elected officials, for the period _____;

WHEREAS Mallette actuaires inc. Has already been awarded the mandate, following a public call for tenders, for the independent consultant services required by the Union of Quebec Municipalities (UMQ) in the application of the UMQ Solution;

WHEREAS THAT the remuneration provided for in the contract - UMQ Solution - to be granted is 0.65% to the consultant Mallette actuaires Inc. And the management fees forecast for the UMQ are 1.15%;

BE IT RESOLVED that the preamble is an integral part of these as if recited along;

THAT Council hereby confirms its adhesion to the UMQ Solution in the matter of group insurance for its employees and / or elected, at the municipality's choice;

THAT membership in the UMQ Solution will be for a maximum of five (5) years, being the duration _____;

THAT the Municipality of Low mandate the UMQ to act as an agent to present it to the group insurance contract to be granted, or already granted, following the application of these presents and its renewal, as well as for the access his group insurance file with the insurer, respecting the rules of protection of personal information;

THAT the Municipality of Low agrees to pay the UMQ a management fee of 1.15% of the total premiums paid by the municipality during the contract and a remuneration of 0.65% of the total premiums paid by the municipality to the consultant Mallette actuaires Inc., of which the Municipality also joins the mandate obtained for the grouping, following a public call for tenders;

THAT the municipality undertakes to respect the terms and conditions of the contract to be entered into with the insurance company to whom the contract will be awarded following the application of these presents as well as the conditions of the consultant's mandate;

THAT subject to the law, the Municipality of Low accepts that a municipality or organization that does not currently participate in the amalgamation, may request, during the course of the contract, by resolution, its membership in this amalgamation provided that the UMQ authorizes and the municipality or the organization wishing to join the group undertakes to respect each and every one of the conditions set out in the specifications, the costs required by the UMQ and the insurance contract and the mandate of the consultant, awarded Consequently. And that this junction should not be done if it misrepresents the main elements of the call for tenders, the contract or the mandate in question.

MOVED BY Councillor Roch Courville
SECONDED BY Councillor Joanne Mayer
CARRIED UNANIMOUSLY

#043-02-2018

7.1.6) RESOLUTION TO SUPPORT THE CITY OF CÔTE SAINT-LUC

WHEREAS Bonjour Hi was the de facto greeting reflecting the proud character of Quebec communities for decades;

WHEREAS we encourage bilingualism;

WHEREAS greeting Bonjour Hi exudes harmony and respect;

WHEREAS we are proud to be a bilingual community;

WHEREAS we wish to promote the use of French and English in exchanges between individuals;

WHEREAS we want to be a community that welcomes visitors and individuals from various linguistic backgrounds;

BE IT RESOLVED THAT Council supports resolution 171202 of the City of Côte Saint-Luc proclaiming a proud Bonjour Hi community.

MOVED BY: Councillor Ghyslain Robert
SECONDED BY: Councillor Maureen Rice
CARRIED UNANIMOUSLY

#044-02-2018

7.1.7) MODIFICATION RESOLUTION #217-12-2016

WHEREAS the general maintenance worker received in 2017 an increase to \$ 18 per hour;

WHEREAS the budget adopted in December 2016 for the year 2017 provided for an increase of 1.5%;

WHEREAS his hourly rate should have been only \$ 17.26 and not \$ 18;

BE IT RESOLVED THAT an amendment be made to resolution # 217-12-2016 to reflect the actual amount awarded to the employee.

AND BE IT NOTED THAT this increase has not been approved by the council but only the Director-general, Franceska Gnarowski.

WHEREAS additional information was provided by the auditor Francesca Joly, to the attention of councillor Joanne Mayer;

BE IT RESOLED that this item be deferred to a future meeting;

MOVED BY: Councillor Joanne Mayer
SECONDED BY: Councillor Maureen Rice
CARRIED UNANIMOUSLY

#045-02-2018

(7.1.8) MODIFICATION RESOLUTION #213-12-2016

WHEREAS the resolution # 213-12-2016 concerning the sectoral tax mentioned an amount of \$ 1,063 per residence;

WHEREAS the actual amount invoiced is \$ 1,196:

BE IT RESOLVED THAT Council amend resolution # 213-12-2016 to reflect reality.

MOVED BY: Councillor Joanne Mayer
SECONDED BY: Councillor Lucie Cousineau
CARRIED UNANIMOUSLY

#046-02-2018

(7.1.9) MODIFICATION RESOLUTION #105-05-2017

WHEREAS resolution # 105-05-2017 mentioned that the cost of financing the first year of the charcoal bins would come from the 2016 surplus;

WHEREAS in fact the cost of financing comes from the 2017 surplus;

BE IT RESOLVED THAT Council approves the amendment to resolution # 105-05-2017 to reflect the reality.

WHEREAS an amendment is requested by Councillor Joanne Mayer in order to clarify the origin of the funds for bins;

IT IS PROPOSED that this item be postponed to a later meeting.

MOVED BY: Councillor Joanne Mayer
SECONDED BY: Councillor Roch Courville
CARRIED UNANIMOUSLY

#047-02-2018

(7.1.10) APPLICATION WITH THE FQM TO ATTEND THE HIRING OF AN ACTING DIRECTOR GENERAL

WHEREAS the absence of the Director General, Franceska Gnarowski for an indefinite time;

WHEREAS the workload to be performed for the proper functioning of the municipality;

WHEREAS the Municipality wishes to recruit an external resource to proceed with the hiring of an Acting Director General / Director General;

WHEREAS the proposed mandate that the Human Resources and Labor Relations Department of the FQM has sent to the municipality in this regard;

BE IT RESOLVED that the municipal council mandate the Fédération Québécoise des municipalités through its Human Resources and Labor Relations department to proceed with the hiring of an Acting Director General in accordance with the proposed mandate dated January 26TH, 2018.

THAT council authorizes an expense not exceeding \$ 5,000 (taxes not included) to carry out the exercise

AND that the Mayor be authorized to sign all relevant documents.

MOVED BY: Councillor Joanne Mayer
SECONDED BY: Councillor Ghyslain Robert
CARRIED UNANIMOUSLY

#048-02-2018

(7.1.11) AUTHORIZATION SIGNATURE

WHEREAS the mayor may occasionally be absent or not available for signing checks and / or documents:

BE IT RESOLVED that the council of the Municipality of Low authorize the pro-Mayor, Mrs. Joanne Mayer, to sign for accounts 60050 and 70241 as well as all documents deemed necessary for the proper functioning of the municipality in the absence of the Mayor, Mrs. Carole Robert and this as of February 6, 2018.

MOVED BY: Councillor Ghyslain Robert
SECONDED BY: Councillor Maureen Rice
ABSTENTION BY: councillor Joanne Mayer (conflict of interest)
CARRIED

#049-02-2018

(7.1.12) AUTHORIZATION FOR THE COMMITTEE

WHEREAS the administrative and financial committee must make reports to make proposals to the council for adoption;

WHEREAS the Administrative and Financial Committee must examine labor rights as part of their mandate;

WHEREAS the committee considers that it needs expert advice in these matters;

WHEREAS to obtain legal opinions, the administrative and financial committee must obtain a resolution to this effect;

BE IT RESOLVED that City Council authorize the Administrative Committee to obtain legal advice from Dufresne Hébert Comeau.

MOVED BY: Councillor Ghyslain Robert
SECONDED BY: Councillor Lucie Cousineau
CARRIED UNANIMOUSLY

#050-02-2018

(7.1.13) REPEAL OF BY-LAW # 002-2014

WHEREAS the Council considers it desirable for its members to be able to exercise the powers and functions reserved for it in the Municipal Code;

WHEREAS some of these powers and duties have been delegated to the Director General under by-law # 002-2014;

WHEREAS it is appropriate to proceed with the repeal of the law # 002-2014 to reclaim them;

BE IT RESOLVED THAT By-law # 002-2014 be repealed and that the duties of the General Manager remain as described in the Municipal Code.

MOVED BY: Councillor Ghyslain Robert
SECONDED BY: Councillor Maureen Rice
CARRIED UNANIMOUSLY

#051-02-2018

(7.1.14) FIRST DRAFT BY-LAW # 001-2018 ON BUDGETARY CONTROL DRAFT

BY-LAW # 001-2018

DECREEING THE RULES OF CONTROL AND MONITORING OF THE BUDGET

WHEREAS that in virtue of the second paragraph of article 960.1 of the municipal Code of Quebec, the council must adopt a bylaw in the matter of control and monitoring of the budget;

WHEREAS that this bylaw must foresee notably, the means, used to guarantee the availability of credits, in advance as made, of any decision authorizing an expense, which means can vary according to the authority which grants the authorization of expenses or the type of planned expenses;

WHEREAS that in virtue of the second paragraph of article 165.1 of the municipal Code of Quebec, an employee commitment has effect only if according to the adopted bylaw in virtue of the second paragraph of article 960.1, credits are available to this end;

WHEREAS that in virtue of article 961 of the municipal Code of Quebec, a bylaw or a resolution of council, which authorizes an expense, has effect only if, according to the adopted bylaw in virtue of the second paragraph of article 960.1, credits are available for the purposes for which expenses are planned;

WHEREAS that in virtue of the fourth paragraph of article 961.1 of the municipal Code of Quebec, an authorization of expenses granted in virtue of a delegation has effect only if, according to the adopted bylaw in virtue of the second paragraph of article 960.1, credits are available to this end;

WHEREAS that article 176.4 of the municipal Code of Quebec, and the fifth paragraph of article 961.1 foresee the modules of rendering accounts for council for the purposes of control and of monitoring the budget;

WHEREAS a motion of notice was given at a regular meeting of January 8th, 2018

WHEREAS This by-law repeals any other by-laws before this one

IT IS PROPOSED BY Joanne Mayer

AND RESOLVED

THAT the bylaw holding number #001-2018 be adopted by the council and that it be statute and decreed by this bylaw that follows:

SECTION 1 - PREAMBULE

The preamble herein forms an integral part of the bylaw.

SECTION 2-DEFINITIONS

Municipality	Municipality of Canton of Low
Council	Municipal council of the Municipality of Canton of Low
Director General	Principal employee that the municipality is obligated to have and whose role is usually in virtue of one's office by the secretary-treasurer in virtue of article 210 of the municipal Code of Quebec.
Secretary-treasurer	Officer that all municipalities are obligated to have in virtue of article 179 of the municipal Code of Quebec. It exercises one's office with the function of director general in virtue of article 210, under reserve of article 212.2 which foresees the possibility that two functions are exercised by different people.
Exercise	Period as including between January 1 st and December 31 st of one year.
Responsible for budgetary activity	Officer or employee of the municipality responsible for the budget which was confided to him/her, which includes all budgetary information which is under the responsibility of a direct subordinate
Finance committee	Committee whose mission is to monitor the finances of the municipality
Manager	Manager or employee of the municipality responsible for a budget envelope which has been entrusted to him, which includes any budget envelope which is under the responsibility of a direct subordinate

Interim Manager	Person who holds a job at the Municipality and who is called to replace his supervisor
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SECTION 3 – BYLAW OBJECTIVES

Article 3.1

The present bylaw establishes the rules of control and monitoring of the budget that all officers and employees concerned of the municipality must follow.

More specifically, it establishes the rules of responsibility of the functioning required so that all expenses to be engaged or effected by an officer or an employee of the municipality, comprising with the engagement of a salary, be duly authorized after verification of the availability of necessary credit.

The present bylaw applies to all imputable credits appointed to financial activities or current investment activities that the council can adopt by resolution or bylaw.

Article 3.2

The present bylaw also establishes to the follow-up rules and the giving of budgetary accounts that the secretary-treasurer and those responsible for the activity of the budget of the municipality must follow.

Article 3.3

Moreover, the present bylaw establishes the rule on the delegation of authorization to dispense that the council gives in virtue of the first and second paragraph of article 961.1 of the municipal Code of Quebec.

SECTION 4 – PRINCIPLES IN CONTROL AND MONITORING OF THE BUDGET

Article 4.1

The necessary credits to the financial activities and to investments activities of the municipality must be approved by the council in advance to their affectation to the realization of the expenses, which are realized. This approbation of credits takes on the form of a vote on the expressed credits according to one of the following means:

the adoption by council of an annual budget or a supplementary budget,
the adoption by council of a borrowing bylaw,
the adoption by council of a resolution or a bylaw in which the credits are affected at the beginning of additional revenues, accumulated surplus, financial reserves or of reserved funds.

Article 4.2

In order to allow for the effecting or engaging, all expenses must be duly authorized by council, a municipal officer or a person responsible for the budget activity conforming to the delegation rules prescribed in section 3, after verification of the availability of necessary credit.

Article 4.3

All officers or employees of the municipality are responsible to apply and to respect the present bylaw in which it concerns.

All those responsible for budget activities must observe the present bylaw in which it is authorized of an expense relative to its responsibility before it becomes engaged or affected. It can only authorize the expenses relative to their competence and only engage in the credits previewed in its budget in which the ends of which are affected.

SECTION 5 – DELEGATION AND POLICIES OF BUDGET VARIATION

Article 5.1

The council delegates its authorization ability to dispense in the following manner:

- all those responsible for budget activities can authorize the expenses and contracts in name of the municipality on the condition of engaging along with the credit of the municipality so that the

current exercise and within the limit of budgetary envelopes under its responsibility. The following authorization is always required following the amount of the expenses or the contract in question are situated in the table indicated:

<i>Table</i>		<i>Autorizations required</i>	
		<i>in General</i>	<i>In specific case of expenses for contracts of Professional services</i>
0\$	1 000\$	Responsible for budgetary activity Fire Department	General Director
0\$	2 000\$	Responsible for budgetary activity Roads, Environment Urbanism	General Director
0\$	3 500\$	General Director	Council
3 500\$	ou plus	Council	Council

- the delegation does not go for a commitment of expenses or a contract extending beyond the current exercise. All such commitments or contracts must be authorized by council. The amount subjected to its authorization has to cover commitments extending beyond the current exercise;
- When council delegates other than in virtue of article 165.1 of the municipal Code of Quebec to every officer or employee of the municipality which is not a salaried employee the power to engage an officer or employee who is a salaried employee, the authorization of the expenditure to be incurred is subjected to the rules of delegation of the present article.
- The limit for the budget variation permitted by the budgetary post in the course of an exercise is fixed, for example, at 3%. The secretary-treasurer can affect appropriate budgetary transfers in agreement with the Director-General.

SECTION 6 – GENERAL MODULES OF CONTROL AND MONITORING OF THE BUDGET

Article 6.1

All authorizations for expenditures, including those emanating from council themselves, must be object to a certificate from the secretary-treasurer attesting of the availability of necessary credits. The secretary-treasurer can emit a certificate at the beginning of the exercise for the previewed expenses of the budget following its adoption. Specific certificates must, during the time of their issuance, be within the course of its exercise for the expenses not already previewed to the initial budget and that are necessary to a supplementary budget or the affectation of credits by the council.

Article 6.2

Except the fact that expenses foreseen in the budget were the object of a certificate from the secretary-treasurer at the beginning of the exercise, every person responsible for budgetary activity, either the secretary-treasurer or the director-general if need be, has to verify the budget still available before authorizing, or to be authorize by council, expenses in the course of exercise. To have it done, one refers to the current accounting registers of the municipality otherwise to the secretary-treasurer them self.

Article 6.3

If the verification of the available budget shows a budgetary insufficiency exceeding the limit of the variation budget previewed in article 3.2, the person responsible for the budget activity, or the secretary-treasurer or the director-general in need be, must follow the instructions supplied in 7.1.

Article 6.4

An officer or employee who is not responsible for the budget activities cannot authorize himself for expenses for anything he feels like. He can always hire or affect an expense, which is duly authorized preliminarily, if he received a mandate or if the work description is foreseen.

If for urgent reasons, an officer or employee must incur an expense without authorization, he must immediately advise the person responsible for the budget concerned, as soon as possible and submit the statements, bills or receipts regarding the matter.

Article 6.5

The director-general/secretary-treasurer is responsible to maintain the present bylaw up to date. He must present it to council for its adoption, if necessary, all projects of modification of said bylaw, which may necessarily affect it to new circumstances or to a change affecting legislation.

The director-general, along with the secretary-treasurer, is responsible for seeing that adequate internal controls are put in place and are maintained to assure the application and the respect for the bylaw by the order of officers and employees of the municipality.

SECTION 7 – COMMITMENTS EXTENDING BEYOND THE CURRENT EXERCISE

Article 7.1

Any authorization of a commitment of expenses, which extends beyond the current exercise, has first to be the object of a check of available credits for the part attributable in the current exercise.

Article 7.2

During the preparation of the budget of every exercise, the secretary-treasurer has to ensure that credits necessary for the expenses undertaken before they are to be imputed to the financial activities of the exercise are correctly provided in the budget.

SECTION 8 - PARTICULAR EXPENSES

Article 8.1

Certain expenses are of particular nature, such as:

Electricity
Telecommunication
Heating
Salaries - and all of which is connected to salaries
Contribution of governed intermunicipal and supermunicipal bodies, MRC. Etc.
Rental agreements
Service contracts
Loans
Contributions necessary to cover the deficits of organisms included in the perimeter of accounting and the part of the deficits of the partnerships in which the municipality participates
The provisions and accounting affectations

During the preparation of the budget of each exercise, the secretary-treasurer must ensure that credits necessary for these particular expenses are correctly provided in the budget.

Article 8.2

Although the particular expenses of which is questioned in article 6.1 lends themselves little to a control a priori, they are subjected as all other expenses to the budgetary rules of follow-up and rendering of accounts prescribed to section 7 of the present bylaw.

Article 8.3

When an unexpected situation arises, such as the conclusion of an outside agreement or a new collective agreement, the secretary-treasurer has to make sure to provide in required additional credits. He can proceed, if necessary, to suited reallocations of funds, in agreement with the director-general if need be.

SECTION 9 – FOLLOW UP AND RENDERING OF BUDGETARY ACCOUNTS

Article 9.1

Any of those responsible for budgetary activity must regularly follow-up its budget and notify the secretary-treasurer immediately when it anticipates a budgetary variation going beyond the limit foreseen in article 3.2. He has to prove or explain in writing any noticed or early unfavourable budgetary distance and present, if necessary, a demand of reallocation of funds.

If budgetary variation cannot be reduced by reallocation of funds, the secretary-treasurer of the municipality has to inform the council and, if necessary, subject it for adoption with a proposition of supplementary budget for required additional credits.

Article 9.2

Such as prescribed by article 176.4 of the municipal Code of Quebec, the secretary-treasurer must, during every half year, prepare and deposit, during a session of council, two comparative accounts concerning incomes and expenses of the municipality.

The comparative accounts to be deposited during the first half of the year must be presented no later than during an ordinary session to be held in May. Those to be deposited during the second half of the year must be deposited during the last ordinary session held at least four weeks before the meeting in which the budget for the following financial year must be adopted.

Article 9.3

In order that the municipality conforms to article 176.5 and to the fifth paragraph of article 961.1 of the municipal Code of Quebec, the secretary-treasurer must also periodically prepare and deposit, to council, during an ordinary session, a report of expenses authorized by all those responsible for budgetary activity within the framework of the delegation allowed article 3.1. This report can consist of a list of expenses paid out. He must, at least, include all the transactions formerly made within a period of 25 days before its deposit, which had not been already reported.

SECTION 10 – ORGANISMS CONTROLLED BY THE MUNICIPALITY

Article 10.1

In the case where an organism is included in the accounting perimeter of the municipality in virtue of the recognized criteria of control, council can decide that the rules of the present bylaw apply to this body when circumstances apply to it, by bringing the necessary adaptations.

In such a case, the director-general is responsible for ensuring that the agreement governing the relation between the organism in question, and the municipality, makes reference to the observance of the principles of the present bylaw considered relevant and in applicable adapted modalities.

SECTION 11 – REPEAL

This by-law no. repeal and replace all previous by laws or minutes concerning power delegation on budget and expenses also any contracts.

SECTION 12 – INTERPRETATIONS OF THE DISPOSITIONS

N/O

SECTION 13- EFFECTIVE

This bylaw will be applied from 2018 financial year.

#052-02-2018

(7.1.15) TRAINING MAYOR AND DIRECTOR GENERAL

WHEREAS THAT the ADMQ (Association of Quebec Municipal Directors) offers training to the Mayor and Director General regarding their roles;

BE IT RESOLVED that council approve the expenditure of \$ 377 plus tax and the expenses incurred for the participation of the Mayor, Carole Robert, in this training which will take place on April 18, 2018 in Maniwaki.

MOVED BY Councillor Ghyslain Robert

SECONDED BY Councillor Lucie Cousineau

CARRIED UNANIMOUSLY

7.2 ROADS

(7.2.1) PUBLIC WORKS

No report.

#053-02-2018

(7.2.2) SALE AS IS OF THE 2000 STERLING TRUCK

WHEREAS the Sterling 2000 truck is no longer in operation;

WHEREAS the Municipality of Low has received an estimate of \$ 4,000 + for the upgrade of this said truck;

WHEREAS the Municipality of Low has acquired a Western Star 2017 truck to replace the Sterling 2000;

BE IT RESOLVED by Council members to put the Sterling 2000 Truck on sale as is.

THAT registration be changed to parking only and that insurance be changed to civil liability.

MOVED BY Councillor Roch Courville

SECONDED BY Councillor Ghyslain Robert

CARRIED UNANIMOUSLY

#054-02-2018

(7.2.3) JOB POSTING – MAINTENANCE WORKER

WHEREAS the position of maintenance worker has been vacant since September 2017;

BE IT RESOLVED THAT the position of Maintenance Attendant be posted in the three (3) municipal locations, the Municipality's website, Low Down and Gatineau for one (1) week.

MOVED BY Councillor Joanne Mayer

SECONDED BY Councillor Roch Courville

CARRIED UNANIMOUSLY

#055-02-2018

(7.2.4) PUBLIC LIGHTS

WHEREAS the importance of good lighting at major intersections;

BE IT RESOLVED that the council recommends that a request for tenders be made to see the costs incurred for the installation of a lighting Simon Road and Fieldville and Route 105 and Promenade du Soleil.

MOVED BY Councillor Joanne Mayer

SECONDED BY Councillor Maureen Rice

CARRIED UNANIMOUSLY

(7.3) PUBLIC SECURITY

(7.3.1) REPORT

Report was presented by Councillor Maureen Rice.

#056-02-2018

(7.3.2) RESPONSIBLE AT THE RIAM COMMITTEE

WHEREAS it is important to have a presence at RIAM meetings;

BE IT RESOLVED that council approves the presence of the Mayor, Carole Robert, at the meetings of the RIAM for 2018.

MOVED BY Councillor Ghyslain Robert

SECONDED BY Councillor Lucie Cousineau

CARRIED UNANIMOUSLY

#057-02-2018

(7.3.3) TRAINING GRANT

WHEREAS THAT the Regulation respecting the conditions for practicing in a municipal fire department provides for the training requirements for firefighters of the fire safety services to ensure a minimum professional qualification;

WHEREAS this by-law is part of a desire to guarantee municipalities the training of firefighter teams with the skills and abilities needed to intervene effectively in an emergency;

WHEREAS in December 2014, the Government of Quebec established the Financial Assistance Program for the training of volunteer or part-time firefighters;

WHEREAS the main objective of this program is to provide municipal organizations with financial assistance enabling them to have a sufficient number of qualified firefighters to act effectively and safely in emergency situations;

WHEREAS this program also aims to promote the acquisition of the basic skills and abilities required by volunteer or part-time firefighters working in municipal fire departments;

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

WHEREAS the municipality of Low provides for the training of 3 firefighters for the Firefighter program I and / or for the Firefighters II program during the next year to respond effectively and safely to emergency situations on its territory;

WHEREAS THAT the municipality must forward its request to the Ministère de la Sécurité publique through the MRC Vallée-de-la-Gatineau in accordance with section 6 of the Program.

BE IT RESOLVED to apply for financial assistance for the training of these firefighters under the Voluntary or Part-time Firefighter Training Financial Assistance Program at the Department of Public Safety and to forward this request to the MRC. Gatineau Valley.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Maureen Rice
CARRIED UNANIMOUSLY

#058-02-2018

(7.3.4) PRESENCE OF FIREFIGHTERS IN ACCIDENT WITH INJURED

CONSIDERING the importance of having personnel in an accident with an injury;

BE IT RESOLVED that council approves the reinstatement of the presence of firefighters during an accident with an injury on its territory.

THAT the call center and the SQ be notified.

MOVED BY Councillor Lucie Cousineau
SECONDED BY Councillor Joanne Mayer
CARRIED UNANIMOUSLY

(7.4) ENVIRONMENT

(7.4.1) REPORT

A report was presented by Councillor Roch Courville.

#059-02-2018

(7.4.2) REQUEST TO THE MUNICIPALITY OF DENHOLM

WHEREAS the municipality of Low owns 60% of the garbage truck;

BE IT RESOLVED that the council ask the municipality of Denholm to notify the municipal office and the members of the environment committee when the truck breaks down.

MOVED BY Councillor Lucie Cousineau
SECONDED BY Councillor Joanne Mayer
CARRIED UNANIMOUSLY

#060-02-2018

(7.4.3) COST RECYCLING BINS

WHEREAS the increase in the cost of purchasing blue bins for recycling;

BE IT RESOLVED to increase to \$ 86.75 the amount that will be charged to the taxpayer who apply for these bins.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Ghyslain Robert
CARRIED UNANIMOUSLY

(7.5) URBANIZATION

(7.5.1) REPORT

A report was presented by Councillor Joanne Mayer.

#061-02-2018

(7.5.2) AUTHORIZATION SIGNATURE

WHEREAS since November 2017 we no longer have a municipal inspector and the director general is on sick leave for an indefinite period;

WHEREAS we receive applications for permits, minor derogation;

WHEREAS we must apply certain regulations;

BE IT RESOLVED that Council appoint Mr. Normand Schnob as interim municipal inspector and authorize him to sign the necessary documents related to his duties.

MOVED BY Councillor Ghyslain Robert
SECONDED BY Councillor Joanne Mayer
CARRIED UNANIMOUSLY

#062-02-2018

(7.5.3) REQUEST TO THE CPTAQ LOTS 5163031, 5557697, 5557698 AND 5557699

WHEREAS the request does not go against any municipal regulation;

WHEREAS the request according to the council has no negative impact on agricultural activity;

BE IT RESOLVED that Council recommend acceptance of the authorization request by the CPTAQ.

MOVED BY Councillor Ghyslain Robert
SECONDED BY Councillor Joanne Mayer
CARRIED UNANIMOUSLY

(7.6) RECREATION & CULTURE

(7.6.1) REPORT

A report was presented by Councillor Lucie Cousineau.

#063-02-2018

(7.6.2) CREATION OF A SUBCOMMITTEE

BE IT RESOLVED that the council create a communications subcommittee (website, Facebook, info letters) to inform these citizens on various topics.

MOVED BY Councillor Ghyslain Robert
SECONDED BY Councillor Roch Courville
CARRIED UNANIMOUSLY

#064-02-2018

(7.6.3) REQUEST TO THE MRCVG AND IT'S MUNICIPALITIES FOR MONETARY SUPPORT

WHEREAS the arena of Low is an asset for the municipality of Low and its surroundings;

WHEREAS operating costs are constantly increasing;

WHEREAS the 4 southern municipalities were exempted from participating in the quota for the Maniwaki arena under the pretext of the proximity of the arena of Low.

BE IT RESOLVED that the Council of the Municipality of Low require a monetary participation from the MRCVG and its municipalities for the weekly expenses incurred for the operation of the Low Arena.

MOVED BY Councillor Maureen Rice

SECONDED BY Councillor Ghyslain Robert
CARRIED UNANIMOUSLY

(8) VARIA

#065-02-2018

(8.1) PRESENCE IN THE COMMITTEE MADA

BE IT RESOLVED that Councillor Lucie Cousineau be appointed as representative of the Municipality of Low to the MADA Committee.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Maureen Rice
CARRIED UNANIMOUSLY

(9) CLOSING

#066-02-2018

BE IT RESOLVED that the meeting be adjourned at 8:08pm.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Maureen Rice
CARRIED UNANIMOUSLY

Carole Robert, Mayor

Hélène Desjardins, secrétaire-trésorière adjointe