

**CANADA  
 PROVINCE OF QUEBEC  
 MRC LA VALLÉE-DE-LA-GATINEAU  
 MUNICIPALITY TOWNSHIP OF LOW**

At an extraordinary meeting of the Council of the Municipality Township of Low, held on August 30, 2021, at 7:00 p.m. in the Council chamber, located at 4C, chemin d'Amour, Township of Low in the municipal code, the mayor, Carole Robert, councilors Joanne Mayer, Maureen Rice (Zoom) and Anne Bélisle (Zoom) and councilors Luc Thivierge and Ghyslain Robert forming a quorum under the chairmanship of the mayor.

Ms. Joanne Owens, Director General and Secretary-Treasurer is also present, acts as clerk and advises Council that:

- The meeting (on Zoom) is recorded as prescribed by law and this recording will be available to citizens on the Municipality's website.

**Opening of the extraordinary meeting of August 30, 2021, -1**

Mayor Carole Robert opens the extraordinary meeting at 7:03 pm after the quorum has been established.

**# 188-08-2021**

**Adoption of the agenda - extraordinary meeting of August 30, 2021- 3**

**Agenda**

1. Opening of the extraordinary meeting of August 30, 2021.
2. Adoption of the agenda for August 30, 2021.
3. Receipt of notice of extraordinary meeting.
4. Internal opening - Public Works Coordinator position.
5. Call for applications - Assistant Director of Accounting position.
6. Call for applications - accounting position - temporary / part-time - 6 months.
7. Human Resources Department - recruitment.
8. Human resources department - temporary placement.
9. Change of regular meeting date of September 13, 2021.
10. Results of Invitation to Tender: TECQ - Martindale - O'Sullivan Road.
11. Awarding of contract for tender SEAO -1508471 specifications for snow removal and sanding of roads on the territory of the Municipality of the Township of Low - sector 2.
12. Repeal and replace resolution #166-07-2021 call for tenders: contract for garbage, recycling and compost collection.
13. Question period.
14. Closing of the extraordinary meeting of August 30, 2021.
15. Adjournment of the extraordinary meeting of August 30, 2021.

Given in the Municipality of the Township of Low, this August 30, 2021.

**PROPOSED** by Councilor Joanne Mayer

**SUPPORTED** by Councilor Ghyslain Robert

**AND RESOLVED** by the present members of Council, to adopt the agenda of the extraordinary meeting of August 30, 2021.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

**RECEIPT OF NOTICE FOR THE EXTRAORDINARY MEETING - 3**

The present members of council acknowledge having received their notice for the extraordinary meeting of August 30, 2021, in accordance with the municipal code of Quebec and agree to continue this extraordinary meeting.

**# 189-08-2021**

**INTERNAL OPENING - PUBLIC WORKS COORDINATOR POSITION - 4**

**WHEREAS** resolution # 76-03-2021 for a pilot project for a public works coordinator position.

**WHEREAS** resolution # 161-07-2021 continue the pilot project of the public works coordinator position for two (2) months in order to review and adjust the tasks of the public works coordinator position.

**WHEREAS** the coordination and planning support maximizing the efficiency of the work carried out by the road team with the position of public works coordinator.

**WHEREAS** the public works committee recommends the permanent hiring of a public works coordinator.

**THEREFORE**, it is

**PROPOSED** by Councilor Joanne Mayer

**SUPPORTED** by Councilor Ghyslain Robert

**AND BE IT RESOLVED** by the present members of Council that the position of Public Works Coordinator be posted internally.

**AND THAT** applications will be accepted with a deadline of Friday, September 10, 2021, at 10:00am. The expected start date is September 2021.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

**#190-08-2021**

**CALL FOR APPLICATIONS - POSITION OF ASSISTANT DIRECTOR - ACCOUNTING - 5**

**WHEREAS** the position of Director/Assistant Director - Accounting is vacant as of August 23, 2021, due to the resignation of Ms. Renée-Pier Philippe

**THEREFORE**, it is

**PROPOSED** by Councilor Joanne Robert

**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED** by the present members of council to request that applications for the position of Assistant Director - Accounting be posted in the areas designated by the council. Applications will be accepted until the position is filled. The anticipated start date is September 2021.

**AND THAT** the cost of the posting be charged to budget item: 02-13000-341

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

# 191-08-2021

**CALL FOR APPLICATIONS - ACCOUNTING POSITION -  
TEMPORARY / PART-TIME - 6 MONTHS**

**WHEREAS** there is a need for additional accounting support to successfully handle a history of files and current accounting needs.

**THEREFORE**, it is

**PROPOSED** by Ghyslain Robert

**SUPPORTED** by Luc Thivierge

**AND RESOLVED** by the present members of council to call for applications for a temporary (6 months) and part-time (2 days/week) bookkeeper position; and that the notice be posted in the places designated by council. Applications will be accepted until the position is filled. The anticipated start date is September 2021.

**AND THAT** the cost of publication be charged to budget item: 02-13000-341

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1		X		
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3		X		
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

# 192-08-2021

**HUMAN RESOURCES SERVICES - RECRUITMENT – 7**

**WHEREAS** the need for the Municipality to benefit from support in human resources and labour relations for the staffing process of the position of Assistant Director - Accounting

**WHEREAS** the offer of service from Barbara Personnel Inc. for their headhunting service

**THEREFORE**, it is

**PROPOSED** by Councilor Ghyslain Robert

**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED** by the present members of council that the Municipality Township of Low mandate Barbara Personnel Inc. their staffing service for the position of Director / Assistant Director - Accounting, at the hourly rates then in effect.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

# 193-08-2021

**HUMAN RESOURCES DEPARTMENT - TEMPORARY  
PLACEMENT – 8**

**WHEREAS** the position of Assistant Director - Accounting is vacant as of August 23, 2021

**WHEREAS** the time required to hire a permanent qualified candidate

**WHEREAS** Barbara Personnel Inc. has made an offer of service for their placement service in the assignment mode.

**THEREFORE**, it is

**PROPOSED** by Councilor Ghyslain Robert

**SUPPORTED** by Councilor Joanne Mayer

**AND RESOLVED** by those present that the Municipality of the Township of Low mandate Barbara Personnel Inc. for their placement service in assignment mode until the required personnel is in place, and this, at the hourly rates then in effect.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

**# 194-08-2021**

**CHANGE OF DATE FOR REGULAR MEETING OF SEPTEMBER 13, 2021 - 9**

**WHEREAS**, the regular meeting of the City Council scheduled for Monday, September 13, 2021, cannot be held due to advance voting for the federal election.

**THEREFORE**, it is

**PROPOSED** by Councilor Joanne Mayer

**SUPPORTED** by Councilor Maureen Rice

**AND RESOLVED** by the present members of Council to change the date of the regular Council meeting to Tuesday, September 14, 2021, at 7:00 p.m.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

**# 195-08-2021**

**RESULTS OF INVITATION TO TENDER: TECQ - MARTINDALE ROAD - O'SULLIVAN - 10**

**WHEREAS** the Municipality of the Township of Low intends to carry out work on Martindale and O'Sullivan Road within the framework of the Quebec Gas Tax and Contribution Program (TECQ)

**WHEREAS** the Municipality of Canton de Low has received approval from the Quebec Gas Tax and Contribution Program for all projects **PROPOSED** in the TECQ 2019-2021

**WHEREAS** the Municipality of the Township of Low has proceeded with a call for tenders by invitation for Ditching, Culvert Replacement and Gravel Hauling on Martindale and O'Sullivan Roads

**WHEREAS** the Municipality of the Township of Low invited bids from ER Legros Construction, Ronald O'Connor Construction, Ray Thompson Trucking Ltd. and Elvis Cross Trucking

**WHEREAS** the only bid received for the Martindale and O'Sullivan Road Work Project is from Ray Thompson Trucking and their bid is responsive and competitive.

**THEREFORE**, it is

**PROPOSED** by Councilor Joanne Mayer  
**SUPPORTED** by Councilor Luc Thivierge

**AND BE IT RESOLVED** by the present members of Council to award the contract for the work on Martindale and O'Sullivan Road to **Ray Thompson Trucking** as described in the bids.

Projet	Soumissionnaire	Prix total soumissionné
Projet TECQ : Travaux sur le chemin Martindale et O'Sullivan	Ray Thompson Trucking	15,950.00 plus taxes

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6			x	

**Adopted**

**# 196-08-2021**

**AWARDING OF CONTRACT FOR THE CALL FOR TENDERS  
 SEAO -1508471 SPECIFICATIONS FOR SNOW REMOVAL AND  
 SANDING OF ROADS ON THE TERRITORY OF THE  
 MUNICIPALITY TOWNSHIP OF LOW - SECTOR 2 - 11**

**WHEREAS** the Municipality proceeded with a public call for tenders, bearing number 1508471 on the Quebec Government's Electronic Tendering System (SEAO) portal, for the purpose of awarding a contract for snow removal and sanding of roads on the territory of the Municipality of the Township of Low - Sector 2, for a minimum duration of five years, that is to say for the years 2021-2022, 2022-2023, 2023-2024, 2024-2025 and 2025-2026

**WHEREAS** the contract must be awarded to the bidder having submitted the lowest conforming bid within the prescribed time frame

**WHEREAS** the Municipality has received one (1) bid from Jean Legros.

**PROPOSED** by Councilor Ghyslain Robert  
**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED** by the present members of Council:

**THAT** the preamble be an integral part of the present resolution.

**THAT** the contract for the opening of roads in winter as well as for snow removal and sanding of roads on the territory of the Municipality of the Township of Low- sector 2, for a minimum duration of five years, that is for the years 2021-2022, 2022-2023, 2023-2024, 2024-2025 and 2025-2026 be, and is hereby awarded to Jean Legros, for a total amount of \$937,440.00 plus taxes.

**THAT** Joanne Owens, Director General and Secretary Treasurer, be authorized to sign for and in the name of the Municipality, the contract herein.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

**# 197-08-2021**

**REPEAL AND REPLACE RESOLUTION #166-07-2021 CALL FOR TENDERS: GARBAGE, RECYCLING AND COMPOST COLLECTION CONTRACT - 12**

**WHEREAS** Resolution #166-07-2021 called for tenders for a contract for the collection of garbage, recycling and compost for a period of 1 year plus 1 year extension

**WHEREAS** the Municipality of the Township of Low wishes to ensure a reliable service for the next 5 years for the collection of garbage, recycling and compost

**WHEREAS** the Municipality of the Township of Low wishes to attract serious bidders for the contract.

**PROPOSED** by Councilor Luc Thivierge

**SUPPORTED** by Councilor Ghyslain Robert

**AND RESOLVED** by the present members of council to authorize the Director General Joanne Owens to call for tenders for a five (5) year contract for the collection of household waste, organic materials, recyclables and bulky items.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

**9. QUESTIONS PERIOD-13**

**# 198-08-2021**

**10. CLOSURE OF THE EXTRAORDINARY MEETING OF AUGUST 30, 2021**

**PROPOSED** by Councilor Joanne Mayer

**SUPPORTED** by Councilor Luc Thivierge

**AND RESOLVED THAT** Council adjourn the extraordinary meeting of August 30 ,2021, at 7:30 pm.

		Yes	No	Abstain	Absent
<b>Carole Robert</b>	Mayor	X			
<b>Joanne Mayer</b>	Seat # 1	X			
<b>Maureen Rice</b>	Seat # 2	X			
<b>Anne Bélisle</b>	Seat # 3	X			
<b>Luc Thivierge</b>	Seat # 4	X			
<b>Vacant</b>	Seat # 5				
<b>Ghyslain Robert</b>	Seat # 6	x			

**Adopted**

**ADJOURNMENT OF THE EXTRAORDINARY MEETING OF AUGUST  
30,2021**

The agenda items being exhausted, the Mayor, Carole Robert, adjourn the ordinary meeting of August 30,2021.

---

Joanne Owens  
Director General and Secretary-Treasurer

---

Carole Robert  
Mayor