



**Meeting of the
General Government Services Committee meeting**

Wednesday, May 3, 2017

1:00 p.m.

MINUTES

PRESENT :

Council

Michel Thibodeau, Presiding officer
André Chamillard
Johanne Portelance
Jeanne Charlebois, Ex-officio

Resource persons

Christine Groulx, Clerk
Philippe Timbers, Treasurer
Élise Larocque, Human Resources Manager

1. Opening of the meeting

The Presiding Officer calls the meeting to order at 1:00 p.m.

2. Adoption of the agenda

Moved by Johanne Portelance
Seconded by André Chamillard

Be it resolved that the agenda be adopted after the addition of the following item:

8.5 Various policies, Re: Information

Carried.

3. Disclosures of conflicts of interest

None.

4. Visitors

None.

5. Administration

5.1 Follow-up on last meetings

None.

5.2 Purchase of blinds from daycare

The daycare offered to sell the blinds. The Committee asks for the price.

5.3 Discussion on demolition procedures of dangerous buildings

The Committee invites Mr. Jean-Claude Miner and Mr. Roger L. Champagne to attend its next meeting to find out the Town's responsibilities and legal rights regarding abandoned and dangerous buildings.

5.4 Website, Re: Pre-paid training with Chabo

The Committee is informed that it will be necessary to buy a bank of hours with the Chabo team to train the employees who will have to work on the new Website.

Moved by Johanne Portelance
Seconded by André Chamaillard

Be it resolved to submit to Council subsequently a recommendation for the purchase of a bank of hours from Chabo for the training and help on the new Website.

Carried.

6. Finance

6.1 Invoice to C.H. Clément for the sidewalk on Cartier Boulevard

The legal advice from the lawyer will be brought back at the next Committee meeting.

6.2 Cellular phones invoice

Philippe Timbers files the list of employees who have cellular phone paid by the Town.

6.3 HST, Re: Sports Complex

Philippe Timbers discusses the possibility of getting a 100% HST reimbursement for activities at the Complex as they are commercial. He will be also able to ask for a reimbursement for the last four years.

6.4 Bank services

The contract with the National Bank will end in August. Philippe Timbers will asked proposals from local institutions.

6.5 Investments

Philippe Timbers informs the Committee of the possibility to make short term investments with AMO that could generate revenues considering the good standing of the Town's cashflow.

6.6 Reserves and reserve funds

Michel Thibodeau asks for by-laws that authorized the establishment of various reserve funds because some of them date back many years, therefore they may not be required anymore.

6.7 Tax rates for schools

The Treasurer received the tax rates for schools showing a slight reduction.

7. Clerk

7.1 Discussion on parking pass, Re: Taxpayers vs residents

Moved by Michel Thibodeau
Seconded by André Chamaillard

Be it resolved to submit a recommendation to Council in order to allow Town's taxpayers, except legal entities, to obtain a parking pass for the boat ramp on Philippe Street and at the Confederation Park for \$5 same as residents.

Carried.

8. Human Resources

8.1 Health and Safety

Élise Larocque advises that she will visit the different work sites where bulletin boards are installed to ensure that all information required by the Act are posted.

Discussion about the content posted on these bulletin boards which should be cleaned up on a regular basis.

8.2 Recommendation to Council on internal equity

Élise Larocque presents the recommendation prepared following the Committee decision to suspend the internal equity process. Not agreeing with the recommendation, she asks the Presiding Officer to sign it.

8.3 Hiring procedures, Re: Explanation

Élise Larocque explains the hiring procedures more specifically for a maternity leave.

8.4 Update if required on negotiations and other labour relations matters

Discussion.

8.5 Various policies, Re: Information

Élise Larocque advises the Committee that she will work on updating many policies that are dating back many years and will be presented subsequently to the Committee.

9. By-law enforcement

None.

10. Questions Period

None.

11. Other items

None.

12. **Closed meeting**

None.

13. **Adjournment**

Moved by Johanne Portelance
Seconded by André Chamaillard

Be it resolved that the meeting be adjourned at 3:40 p.m.

Carried.

Michel Thibodeau, Presiding Officer

Christine Groulx, Clerk

Date:

Date: