



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

**Tuesday, June 6, 2017**

**9:00 a.m.**

**MINUTES**

**PRESENT :**

**Council**

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

**Absent**

André Chamaillard

**Resource person**

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 9:00 a.m.

**2. Adoption of the agenda**

Moved by Jeanne Charlebois  
Seconded by Johanne Portelance

**Be it resolved** that the agenda be adopted after the addition of the following item and to discuss item 8.3 in camera.

6.6 WSIB, Re: Audit

**Carried.**

**3. Disclosures of conflicts of interest**

None.

**4. Visitors**

**4.2 Mrs. Lydia Lambion, Re: Number of authorized dogs**

Mrs. Lambion explains why she is asking the Committee to keep her four dogs.

Moved by Jeanne Charlebois  
Seconded by Johanne Portelance

**Be it resolved** to recommend Council to study the actual by-law on the number of dogs permitted to allow certain exceptions be considered according to the size of the animal or for medical or therapeutic reasons.

**Carried.**

**4.1 Roger L. Champagne and Jean-Claude Miner, Re: Neglected and abandoned houses**

Mr. Miner and Mr. Champagne explain to the Committee the difficulty to have an abandoned house demolished. The Building Code makes it mandatory that the house be made safe for the public and the *Fire Protection and Prevention Act* allows for action when there is an immediate danger to life.

The Administration will look at the possibilities of adding requirements to the current Property Standards By-law regarding houses abandoned for a certain amount of time.

**\*\* Mr. Miner and Mr. Champagne leave the meeting.**

**5. Administration**

**5.1 Follow-up on last meetings**

**\*\* Agreement with National Bank**

Moved by Jeanne Charlebois  
Seconded by Johanne Portelance

**Be it resolved** to recommend Council to renew for one year the agreement with the National Bank to allow the Administration to further study the file and consider going with a call for tenders in spring 2018, and;

**Be it also resolved** to recommend Council to cancel the line of credit.

**Carried.**

**\*\* Purchase of blinds at the daycare**

No response was received regarding the price asked for blinds.

**5.2 Kodiaks Project, Re: Document to be mailed with tax bills**

Following the presentation made to Council, the Committee suggests that the submitted document be translated and posted on the Town's Website and make it available for consultation at the Town Hall and at the Library.

**5.3 ACFO Prescott & Russell, Re: Insurance cost for the francophone monument**

The Committee reads the letter received from l'ACFO Prescott and Russell requesting that the Town pays the cost of insurance for the monument itself. The request is rejected. Verification will also be made with the broker to verify the deductible.

**6. Finance**

**6.1 By-law to adopt to collect hook-up fees**

Moved by Jeanne Charlebois  
Seconded by Johanne Portelance

**Be it resolved** to recommend Council to adopt a by-law for a three-year reimbursement or at the signature of a site plan agreement for the cost incurred by the Town in 2014 for the installation of municipal services up to the property of C.H. Clément Construction located on Cartier Boulevard.

**Carried.**

**6.2 Tax arrears, Re: Building on Main Street (Mosque)**

Moved by Jeanne Charlebois  
Seconded by Johanne Portelance

**Be it resolved** to recommend Council that the property located on Main Street, that was not sold for back arrears, be transferred to the Town and to demolish this building at the same time as the Christ-Roi.

**Carried.**

### **6.3 Follow-up of reserve funds**

The Clerk informs that the research had not yet been done to find the various by-laws that created the reserve funds.

### **6.4 User fees arrears**

The Committee discusses the letter received from a taxpayer requesting the cancellation of the interest on his user fees arrears.

Moved by Michel Thibodeau  
Seconded by Johanne Portelance

**Be it resolved** to recommend Council to refuse the request from the taxpayer to cancel the interest on his user fees arrears.

**Carried.**

### **6.5 New and revised policies**

The Treasurer suggests some modifications to the Reimbursement of Expenses Policy and informs that he will soon present various policies required by the Government for grants.

Moved by Jeanne Charlebois  
Seconded by Johanne Portelance

**Be it resolved** to recommend Council to accept the proposed modifications to the Reimbursement of Expenses Policy.

**Carried.**

### **6.6 WSIB, Re: Audit**

The Treasurer resumes the Audit made by the WSIB and will bring back the Notice to the Committee when received.

## **7. Clerk**

No subject.

## **8. Human Resources**

### **8.1 Health and Safety**

Élise Larocque advises that several employees have obtained Part 2 of the Health and Safety Aggregates.

Discussions have been held that workplace inspections conducted by the mixed Health and Safety Committee must be received by an officer in authority of the Town. Considering that there is no Chief Administrative Officer, they will be presented to the General Government Services Committee who will in return present to the concerned presidents the one that have not been followed-up..

The following inspections reports are filed:

- Municipal garage on February 15, 2017;
- Sports Complex on February 16, 2017;
- Town Hall on April 12, 2017; and
- The chalets on April 20, 2017.

### **8.2 Follow-up on pay equity of non-unionized positions**

Élise Larocque presents the Decision Notice from the Pay Equity Commission confirming that the Town complied with the order and maintained pay equity.

### **8.4 Internal equity**

Councillor Johanne Portelance requests that a plan and a budget be presented to the Committee next fall.

### **8.5 List of holidays (CUPE requirements)**

Élise Larocque informs the Committee that she will change the procedure on how non-unionized vacations applications will be submitted and disclosed.

### **8.6 Proposal for translation**

Élise Larocque presents a proposal for translation and verification services received. The information will be shared to all services for future needs.

**8.7 Employees appreciation**

Moved by Michel Thibodeau  
Seconded by Johanne Portelance

**Be it resolved** to recommend Council to hold a BBQ event in next September, at lunch time, where employees will be recognized for their years of services instead of having the 5 to 7 format in December.

**Carried.**

**9. By-law Enforcement**

No subject.

**10. Question Period**

No question.

**11. Other items**

No items.

**12. Closed Meeting**

Moved by Johanne Portelance  
Seconded by Jeanne Charlebois

**Be it resolved** that a closed meeting be held at 11:55 a.m. to discuss items 8.3 and 12.1.

**Carried.**

Moved by Jeanne Charlebois  
Seconded by Johanne Portelance

**Be it resolved** that the meeting be reopened at 12:20 p.m.

**Carried.**

**12.1 Dual status employees**

For information.

**8.3 Invoice Counsel Huard**

For discussion.

**13. Adjournment**

Moved by Johanne Portelance  
Seconded by Jeanne Portelance

**Be it resolved** that the meeting be adjourned at 12:20 p.m.

**Carried.**

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**Michel Thibodeau, Presiding Officer**

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**Christine Groulx, Clerk**

**Date:**

**Date:**