



**Meeting of the
General Government Services Committee**

Wednesday, February 7, 2018

1:00 p.m.

MINUTES

PRESENT :

Council

André Chamaillard
Johanne Portelance
Jeanne Charlebois, Ex-officio

Absence

Michel Thibodeau, Presiding officer

Resource persons

Christine Groulx, Clerk
Philippe Timbers, Treasurer

** Councillor André Chamaillard presides the meeting.

1. Opening of the meeting

Councillor André Chamaillard calls the meeting to order at 1:05 p.m.

2. Adoption of the agenda

Moved by Johanne Portelance
Seconded by Jeanne Charlebois

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

12.2 Personnel

Carried.

3. Disclosures of conflicts of interest

None.

4. Visitors

None.

5. Administration

5.1 Follow-up on last meetings

None.

5.2 Establishment of an inspection and logbook system

Mayor informs the committee of the visit of a representative from the Cité Collégiale who showed some department heads the software used to manage the college buildings. This software manages work requisitions, required inspections both annual and 5 years. The Town must seriously consider setting up such a system.

Mayor also discusses security at the Town Hall. Subject that has been discussed many times without further action. This subject will be discussed in the budget process because it involves not only construction work but hiring an employee.

Discussions continue on the occupation by the technical services of the premises of the former day care center.

Moved by Jeanne Charlebois
Seconded by Johanne Portelance

Be it resolved to present to the Council a recommendation to allow the Administration to consult with the architect to finalize the occupancy concept of the former daycare and the costs.

6. Finance

6.1 Renewal of electronic equipment in council chambers

The Treasurer informs the committee that he will ask the UCPR to submit a proposal to have available in the Council Chambers a computer and other equipment.

6.2 Payment of invoices

The Treasurer informs the committee that he will check with Deloitte to see if on-line payments can be done and therefore save costs.

6.3 Deferred revenues

The Treasurer informs the committee that there are several deferred revenues in the Town's financial statements from various grants dating back several years. He will make a recommendation to council to eliminate them and assign them for other purposes.

6.4 Procedures for water meters reading

Discussion on the actual procedures for water meters reading and the occasional difficulties to obtain reading for real estate sales. It would be possible for the tax person to make the reading in these special circumstances. To be discussed in the next laborer relation committee.

7. Clerk

Mayor discusses the various reports presented to the UCPR concerning the appointment of an Integrity Commissioner and the Procedural By-law.

8. Human Resources

8.1 Health and Safety

No subject.

9. By-law Enforcement

No subject.

10. Question Period

None.

11. Other items

None.

12. Closed meeting

Moved by Jeanne Portelance
Seconded by Johanne Portelance

Be it resolved that a closed meeting be held at 2:05 p.m. to discuss items 12.1 and 12.2.

Carried.

Moved by Johanne Portelance
Seconded by Jeanne Portelance

Be it resolved that the meeting be reopened at 2:35 p.m.

Carried.

12.1 User fees arrears

For discussion.

12.2 Personnel

For discussion.

13. Adjournment

Moved by Johanne Portelance
Seconded by Jeanne Charlebois

Be it resolved that the meeting be adjourned at 2:35 p.m.

Carried.

André Chamaillard, member

Christine Groulx, Clerk