

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the special municipal council meeting held on Monday, September 17th, 2012 at 7:30 p.m. at the Town hall, situated at 2024 route 148, Pontiac. Those who were present:

Edward McCann, mayor, and Councillors Brian Middlemiss, Lynne Beaton, Inès Pontiroli and Thomas Howard.

MOTIVATED ABSENCES: Roger Larose and Dr. Jean Amyotte, Councillors.

Also present Mr. Sylvain Bertrand, Director General, Mr. Benedikt Kuhn assistant to the Director General and Mrs. Marjolaine Hébert, President of GRH Solutions.

The Director General certifies that the notice to attend this meeting was sent in due form.

The meeting begins at 7:30 p.m.

12-09-1259

OPENING OF SESSION

Agenda

- 1 : Status of activities on the strategic objectives of the Council;
 - Suggestion for professional guidance and support to elected members

- 2 : Director's report on the progress of activities related to the update and improvement of the system and internal operations of the municipality;
 - Link to strategic objectives and determination of priorities for executives with files in consultation with the Director General and the Council
 - Orientation Meeting and coaching with the chief of the urban department and the DGA. The meetings are scheduled for the afternoon of September 20th. Marjolaine and Sylvain will participate.

- 3 : Training sessions for management and human resource development for the executives on October 18th, 19th and 25th.
 - Council's expectations and request for a budget for training session outside the work place.

- 4 : Reorganization of the clerk-receptionist's position (reception, orientation and referral agent). Recommendations.
 - Suggestion for increasing the hourly wage given the new requirements and responsibilities

- 5 : Presentation of the assessment and management process of the contribution of the administrative staff
 - Attached : Documents for the Council members for reading please

- 6 : Presentation of the appreciation form of municipal services by citizens. These are services where there is a relationship in person, by phone, email, etc...
 - Attached : Documents for the Council members for reading please
 - Feedback on the discussions of the working committee members on this subject

- 7 : Presentation by the Director General of the organization with new titles for some positions - quick recall of roles and responsibilities of all

- **8 : Fire services. Position for Director of Services**

- 9 Staffing – Chief of urban services
- 10 : Closing of meeting

It is

Moved by : Inès Pontiroli
Seconded by : Lynne Beaton

AND RESOLVED to adopt the agenda as prepared and read.

12-09-1260

RECEPTIONIST-CLERK POSITION

WHEREAS the changes made by the reorganization of the tasks and responsibilities of the receptionist-clerk's position;

WHEREAS there is reasons to readjust the salary of this position;

CONSEQUENTLY, it is

Moved by Brian Middlemiss
Seconded by Thomas Howard

AND RESOLVED THAT the municipality increases the revenue of the receptionist-clerk to be the same as the office-clerk's in the salary grid and asks the union to modify the collective agreement to that effect.

IT IS FURTHER RESOLVED THAT this position be named as greeting, orientation and reference clerk.

Carried

12-09-1261

MANDAT – GRH SOLUTIONS

it is

Moved by Inès Pontiroli
Seconded by Brian Middlemiss

AND RESOLVED THAT the municipality gives to GRH Solutions the following mandates at the salary of \$150.00/hour as stated:

- Staffing of the Chief of urban services with the same criteria previously used.
- Staffing of the Director of Fire Services according to the criteria set by the work committee presided by Mrs. Inès Pontiroli.
- Support for the strategic planning on demand.

12-09-1262

ADJOURNMENT OF THE MEETING

It is

Moved by Thomas Howard
Seconded by Brian Middlemiss

AND RESOLVED to close the meeting at 10:00 p.m., having gone through the agenda.

Carried

MAYOR

DIRECTOR GENERAL

« I, mayor Edward McCann, hereby certify that the signature on the present minutes is equivalent to the my signature on each and every resolution herein, as specified in article 142 (2) of the Municipal Code».