

**PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC**

MINUTES of the special municipal council meeting held on Tuesday, July 29, 2014 at 7:30 p.m. at the Town Hall, situated at 2024 route 148, Pontiac. Those who were present:

Roger Larose, Mayor, Brian Middlemiss, Pro-Mayor and Councillors R. Denis Dubé, Nancy Draper-Maxsom, Thomas Howard and Inès Pontiroli.

Also present: Mrs. Ginette Chevrier-Bottrill, Assistant Director General by interim and a ratepayer.

Excused absence: Dr. Jean Amyotte

The meeting started at 7:30 p.m.

FLOOR TO THE PUBLIC AND QUESTIONS

James Eggleton

- Branches pick up

14-07-2092

ADOPTION OF THE AGENDA

1. Floor to the public and question period
2. Adoption of the agenda
3. Vehicle – Equipment repair
4. Creation of an employment committee
5. Management of the purchase orders (Public works – Fire services)
6. Public question period
7. Closing of the meeting

It is

Moved by: Thomas Howard

Seconded by: R. Denis Dubé

AND RESOLVED to adopt the agenda as read.

Carried

14-07-2093

REPAIRS AND PREVENTIVE MAINTENANCE TO THE MUNICIPAL FLEET OF HEAVY EQUIPMENT AND DIESEL POWERED VEHICLES

WHEREAS the Municipality of Pontiac owns a fleet of many vehicles and pieces of equipment powered by diesel and this, of various ages;

WHEREAS the Municipality does not have a mechanic position within its staff;

WHEREAS there is a need to evaluate the vehicles and the heavy equipment to determine what repairs or maintenance may be required to keep the vehicles in proper working condition;

WHEREAS this information will be required to properly budget for the forthcoming year;

Proposed by: Thomas Howard

Seconded by: Brian Middlemiss

IT IS RESOLVED by council that the Director General writes and publishes a call for tenders for the services of a certified and / qualified professional in mechanic for vehicle and diesel powered heavy equipment to evaluate and produce a detailed report describing the required repairs with the estimated costs of part and the labor hours according to industry standards (Mitchell, Chilton, Alldata or Motor), for each of our vehicles and diesel powered heavy equipment. The report must identify or classify the repairs in order of priority (Urgent, short term or preventive).

IT IS ALSO RESOLVED THAT the bidder will provide, as an appendix* to his contract, the monthly recurrent cost of the value of the vehicles and heavy diesel powered equipment requested for the maintenance and preventive care of the fleet in order to properly budget for next year. *(The cost for his monthly services will be the object of a distinct contract to be done).

The list describing the vehicles and diesel powered heavy equipment to be assessed will be included in the call for tenders.

The bidders will have to include their working experience and / or the type of permit that owns their mechanic(s), a summary list of their clients, and to which industry standard they will refer and their tendered amount.

FURTHERMORE, IT IS RESOLVED THAT the call for tender must clearly indicate that the person or the business receiving the contract will not be allow to tender or do repairs for the municipal vehicles or the heavy equipment powered by gasoline or diesel .

Carried

14-07-2094

REPAIRS AND PREVENTIVE MAINTENANCE TO THE MUNICIPAL FLEET OF VEHICLES

WHEREAS the Municipality of Pontiac owns a fleet of many vehicles of various ages;

WHEREAS the Municipality does not have a mechanic position within its staff;

WHEREAS there is a need to evaluate the vehicles to determine what repairs or maintenance may be required to keep the vehicles in proper working condition;

WHEREAS this information will be required to properly budget for the forthcoming year;

Proposed by: R. Denis Dubé
Seconded by: Thomas Howard

IT IS RESOLVED by council that the Director General writes and publishes a call for tenders for the services of a certified and / qualified professional in automobile mechanic to evaluate and produce a detailed report describing the required repairs with the estimated costs of part and the labor hours according to industry standards (Mitchell, Chilton, Alldata or Motor), for each of our vehicles. The report must identify or classify the repairs in order of priority (Urgent, short term or preventive).

IT IS ALSO RESOLVED THAT the bidder will provide, as an appendix* to his contract, the monthly recurrent cost of the value of the vehicles requested for the maintenance and preventive care of the fleet in order to properly budget for next year. *(The cost for his monthly services will be the object of a distinct contract to be done).

The list describing the vehicles (gasoline and diesel) to be assessed will be included in the call for tenders.

The bidders will have to include their working experience and / or the type of permit that owns their mechanic(s), a summary list of their clients, and to which industry standard they will refer and their tendered amount.

FURTHERMORE, IT IS RESOLVED THAT the call for tender must clearly indicate that the person or the business receiving the contract will not be allow to tender or do repairs for the municipal vehicles or the heavy equipment powered by gasoline or diesel .

Carried

14-07-2095

CREATION OF A SELECTION COMMITTEE TO LEAD THE HIRING PROCESS IN ORDER TO FILL THE VACANT POSITIONS

WHEREAS THAT following the recent resignation of two executive members and a position presently vacant within the municipal administration;

WHEREAS these three positions must be filled on short term;

WHEREAS the needs to be filled could require a review of the administrative structure, its relevance and some changes if necessary;

WHEREAS the hiring process must be coordinated by the Director General or the Assistant Director General with the required support for this task;

IT IS

Moved by : Brian Middlemiss
Seconded by : Thomas Howard

AND RESOLVED TO create a selection committee to lead the hiring process in order to fill the vacant positions.

IT IS ALSO RESOLVED THAT the selection committee will be made up of the Director General or the Assistant Director General, the Mayor and two members of the finance and administration committee.

FURTHERMORE, IT IS RESOLVED THAT a municipal officer or a professional working in the specific field of the position to be filled could assist the members of the selection committee as needed.

FINALLY, IT IS RESOLVED THAT the members of the selection committee will do its recommendations and will submit them to the Council members, before the hiring of the selected executives for the vacant positions.

Carried

14-07-2096

MANAGEMENT OF THE PURCHASE ORDERS

WHEREAS by-law # 06-08 decreeing control procedures and monitoring of the budget;

WHEREAS the purchase orders are requested for all expenditures in order to monitor the budget;

WHEREAS there is a need to review the existing procedure;

It is

Moved by: R. Denis Dubé
Seconded by: Thomas Howard

AND RESOLVED THAT the Director of Public Works be responsible to ask for the purchase orders for the vehicles and equipment of his department and that the Director of the Fire Services also be responsible to request the purchase orders for the vehicles which fall under his department.

Carried

14-07-2097

ADJOURNMENT OF THE MEETING

It is

Moved by: Thomas Howard
Seconded by: Nancy Draper-Maxsom

AND RESOLVED to adjourn the meeting at 8:05 p.m., having gone through the agenda.

Carried

MAYOR

DIRECTOR GENERAL BY INTERIM

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