

## Municipalité de Sheenboro

Minutes of a regular meeting held at the usual place and time on Monday January 7<sup>th</sup> 2013, under chairmanship of his worship Mayor Mr. Dick Edward with the presence of the following councilors. Seat # 1 Mrs. Carole Nevills, # 2 Mr. John Brennan, # 3 Mr. David Prentice # 4 Mrs. Doris Venasse Ranger # 5 Mr. Lawrence Gleason, # 6 Mrs. Karen Shea  
Mr. Fernand Roy Director-General is also present.

### **01-01-2013 Adoption of the agenda**

Moved by councilor Mrs. Karen Shea that we adopt the agenda with the following additions: Pre-authorized payment, West Pontiac Connects, UMRCQ, Sale of equipment, Telephone lines, Current billings, Fresh Image.

Adopted

### **02-01-2013 Acceptation of last month minutes**

Moved by councilor Mrs. Doris Venasse Ranger that we accept last month minutes as presented.

Adopted

### **03-01-2013 Parking set up**

Moved by councilor Mr. Lawrence Gleason that we proceed to contact land owners in the vicinity of the areas where a parking solution is needed and with permission to proceed and set up the parking lot. Inform our Insurance agent of this action to insure our coverage. (Schyan and Trout Lake)

Adopted

During the periods where our town worker is taking courses we recommend that he opens the transfer site in the morning and close it at night.

The road and personnel committees are to meet January 30<sup>th</sup> at 6:00 P.M.

### **Committee reports:**

Tom Orr is picking up the bins every two weeks.  
S.O.G.H.U. came and emptied our paint and oil containers.  
The golf tournament generated 3600\$ for the Sheenboro Parish Hall  
The civic Numbering inventory is progressing well and should be ready for an order soon.

### **04-01-2013 Change over book keeping system**

Moved by councilor Mrs. Carole Nevills that we change over the book keeping system, for the accounting system from Programmation Gagnon to simply accounting. We should also change the billing system if we can still have access to our accounts history.

Adopted

Darlene Pashak will be working for the Municipality of Sheenboro we have budgeted 3 hours per week thus 156 hours for the year. Mayor Edwards will contact Darlene to discuss the project of the RA and the Status of the RA Lease.

### **05-01-2013 Renew S.O.G.H.U contract.**

Moved by councilor Mr. David Prentice that we renew our agreement with S.O.G.H.U for our used oil and paint

Adopted

We will work on a fire permit by-law and bring back at a future meeting. The culvert policy will also be brought back at a future meeting.

Since Hydro Quebec are very late in repairing two lights that have been malfunctioning for many months we ask hydro Qc for a credit on our street light bill since we were paying for lights service that we didn't have

- 06-01-2013 Election notice.**  
 Moved by councilor Mr. Jack Brennan that we proceed to include in the tax bills, notices concerning the up-coming election.  
 Adopted
- 07-01-2013 Director general Contract for one year**  
 Moved by councilor Mrs. Carole Nevills that Council accepts the recommendation of the Personnel committee and proceed to hire Mr. Fern Roy as Director-General with the conditions stipulated in the proposed contract for 2013.  
 Adopted
- 08-01-2013 Signing authority**  
 Moved by councilor Mrs. Karen Shea that we authorize Mr. Fern Roy our new Director General to sign cheques and all other banking effects along with Mr. Dick Edwards Mayor for the municipality of Sheenboro the bank is to continue to honor the signature of Don Marion until further notice  
 Adopted
- 09-01-2013 Access to information**  
 Moved by Mayor Mr. Dick Edwards, that Fern Roy Director-General, be mandated to manage the Access to information policy for the municipality of Sheenboro.  
 Adopted
- 10-01-2013 Contractual responsibility**  
 Moved by councilor Mrs. Doris Venasse Ranger, that we mandate Fern Roy Director –General, to manage the contractual by-law of the Municipality of Sheenboro.  
 Adopted
- 11-01-2013 Code of Ethics**  
 Moved by councilor Mrs. Carole Nevills, that we mandate Fern Roy Director-General to manage the code of Ethics for the employees.  
 Adopted
- 12-01-2013 Bilingual Status**  
 Moved by Mayor Mr. Dick Edwards that we express our concern regarding the modifications to the law governing bilingualism in municipality; and the threat of taking away our liberty of serving our population in both official language.  
 Adopted
- Mayor's report:** The result of the amalgamation study is being translated; once it's done it will be presented by a professional presentation firm to the municipalities.
- 13-01-2013 Severance pay**  
 Moved by councilor Mrs. Carole Nevills that we accept the personnel committee recommendation and pay to Mr. Don Marion the severance pay as negotiated.  
 Adopted
- 14-01-2013 Salary Increase for 2013.**  
 Moved by councilor Mrs. Carole Nevills that we proceed with a salary increase of 1.9% across the board. The personnel committee is to study the conditions and remuneration of the Town Foreman position.  
 Adopted
- 15-01-2013 Preauthorized expenses**  
 Moved by councilor Mr. Lawrence Gleason that we authorize the Director-General and the Mayor to proceed to pay the general operating expenses and salary due each month before the council meetings.  
 Adopted
- Inform West Pontiac Connect that for this year we will not contribute financially to their organization.

Fresh Image: Councilor Mrs. Karen Shea agrees to continue to be the link between the municipality and Fresh Image. The Director-General will send her all documents by e-mail for her proof reading before transferring for publication.

**16-01-2013 U.M.R.C.Q.**

Moved by councilor Mrs. Doris Venasse Ranger that we pay our 2013 membership dues to the U.M.R.C.Q. in the amount of 756.79\$

Adopted

**17-01-2013 Sale of Equipment**

Moved by councilor Mr. John Brennan that we accept Mr. Don Marion's offer to purchase the old computer and printer for the sum of 700\$.

Adopted

The new Director should get a new E-Mail address for the municipality.

**18-01-2013 Payment of the bills**

Moved by councilor Mr. Lawrence Gleason that we pay the bills of the month in the amount of 12 054.14\$

Adopted

**19-01-2013 Closed**

Moved by councilor Mrs. Karen Shea that we close this meeting at 9:50 P.M.

Adopted

Mayor Mr. Dick Edwards: \_\_\_\_\_

Director-General Mr. Fernand Roy : \_\_\_\_\_