

**TOWN OF MÉTIS-SUR-MER
PROVINCE OF QUEBEC**

**SPECIAL MEETING OF THE BOARD
HELD JUNE 22, 2021**

MINUTES of the Special Meeting of the Council of the Town of Métis-sur-Mer held on Monday, June 22, 2021 in the presence of the Municipal Office at 7:30 p.m.

Councillors Martine Bouchard, Rita D. Turriff, Simon Brochu, Luc Hamelin, Christopher Astle and Raynald Banville, forming quorum under the chairmanship of Mayor Carolle-Anne Dubé.

Also present: Mrs. Claire Robichaud, assistant-secretary, treasurer.

1. Opening of the meeting.

OPENING OF THE MEETING
RESOLUTION #21-06-89

It is proposed by Councillor Martine Bouchard and unanimously resolved that the meeting of the Council of the Town of Métis-sur-Mer be opened at 7:30 p.m.

2. Reading and adoption of the agenda.

RESOLUTION #21-06-90
READING AND ADOPTION OF THE AGENDA.

It is proposed by Councillor Simon Brochu and unanimously resolved to adopt the following agenda for the meeting:

1. Opening and attendance.
2. Reading and adoption of the agenda.
3. Engagement of Ms. Claire Robichaud, Assistant General Manager, Assistant Treasurer and Assistant Clerk
4. Hiring of a General Manager, Treasurer and Clerk
5. Question period.
6. Adjournment of the meeting.

3. RESOLUTION #21-06-91
ENGAGEMENT OF MRS. CLAIRE ROBICHAUD, ASSISTANT EXECUTIVE DIRECTOR, ASSISTANT TREASURER AND ASSISTANT CLERK

WHEREAS Mr. Stéphane Marcheterre, presently Director General, Treasurer and Clerk of the Town of Métis-sur-Mer, must be absent for an indefinite period for health reasons

WHEREAS there are certain acts that must be performed by a Branch in order to continue to comply with all legal requirements;

WHEREAS the temporary replacement in the Executive Director's office cannot be made as quickly as desired

FOR THESE REASONS, on the proposal of Councillor Rita D Turriff, seconded by Councillor Martine Bouchard, it is unanimously resolved and adopted that the Council of the Town of Métis-sur-Mer temporarily appoints Mrs. Claire Robichaud as Assistant Director, Assistant Treasurer and Assistant Treasurer to act as such, effective June 22, 2021.

FOR THESE REASONS, it is also given to Mrs. Claire Robichaud, the authorization to sign all documents of the municipality, including those of the Caisse Desjardins de Mont-Joli - Est de la Mitis, the MAMAH, the Société d'assurance automobile du Québec and any other organization dealing with the Town of Métis-sur-Mer.

FOR THESE REASONS, it is authorized that the Mayor, Mrs. Carolle-anne Dubé, signs the various documents of the Caisse Desjardins de Mont-Joli - Est de la Mitis, the Registraire des entreprises as well as for any other organization requiring the signature of the elected Mayor, so that Mrs. Claire Robichaud can exercise her full functions.

4. RESOLUTION #21-06-92
HIRING OF A CONTRACT EXECUTIVE DIRECTOR, TREASURER AND CLERK

WHEREAS Ms. Claire Robichaud is unable to perform her role as Assistant Director, Assistant Treasurer and Assistant Treasurer on a long-term basis

WHEREAS the position of General Manager requires a high level of knowledge in municipal management;

WHEREAS, the need for specialized manpower was already present in the City prior to the termination of our General Manager;

WHEREAS the return of Mr. Stéphane Marcheterre cannot be determined;

FOR THESE REASONS, on the proposal of Councillor Raynald Banville, seconded by Councillor Martine Bouchard, it is unanimously resolved and adopted that the Council of the City of Métis-sur-Mer post a contractual position of Director General, Treasurer and Clerk for a period of 6 months with the possibility of extension.

FOR THESE REASONS, it is given to the City of Métis-sur-Mer to take steps to find this resource as well as a resource that could help and train our new contractual person according to the needs and this, in the short term.

5. QUESTION PERIOD.

No written questions received from citizens by email, mail or office

5. ADJOURNMENT OF THE MEETING

RESOLUTION #21-06-93

ADJOURNMENT OF THE MEETING

There being no further business, Councillor Christopher Astle moved that this meeting be adjourned at 7:40 p.m.

Carolle-Anne Dubé, Mayor

Claire Robichaud,
Assistant Executive Director and Assistant Secretary-Treasurer