



STE. ANNE MUNICIPALITY

Rural Municipality of Ste. Anne

Meeting Agenda

November 7, 2018 - Local Urban District of Richer Committee - 7:00 pm

1. AGENDA FOR NOVEMBER 7, 2018
2. APPOINTMENT OF CHAIR
3. DELEGATION(S)
4. MINUTES OF OCTOBER 3, 2018
5. FINANCES TO OCTOBER 31, 2018
6. ACCOUNTS PAYABLES TO OCTOBER 31, 2018
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - 8.1 2018 Elected Officials Orientation Session
 - 8.2 LUD Procedures Resolution
 - 8.3 2018 Christmas Yard Decorating Contest
 - 8.4 LUD Committee Member Indemnification
 - 8.5 Municipal Health and Dental Insurance Program
 - 8.6 Step at the Recycling Shed
9. COMMITTEE COMMENTS
10. CORRESPONDENCE
 - 10.1 RM of Ste. Anne Minutes of October 17, 2017
 - 10.2 RM of Ste. Anne Decisions RE: October 2018 LUD Meeting
 - 10.3 Declaration of Assets and Interests
 - 10.4 Royal Canadian Legion - Ste. Anne Legion Branch 220 to surrender Charter
11. ADJOURNMENT



STE. ANNE MUNICIPALITY

Local Urban District of Richer Committee Meeting Minutes November 7, 2018 - 7:00 pm

Minutes of the regular committee meeting of the Local Urban District (LUD) of Richer held at the LUD Hall in the LUD of Richer on November 7, 2018.

Committee member Roger Godard called the meeting to order at 7:02 pm with the following other Committee members present: John Lenton and Normand Bremaud. Recording Secretary Nadine Vielfaure, Assistant Chief Administrative Officer (CAO) for the RM of Ste. Anne, was also present.

Brent Wery, Ward 3 Councillor for the RM of Ste. Anne joined the meeting at 7:04 pm.

All members of the committee made and submitted an Oath of Office with the CAO in the form approved by the Minister, to be subsequently filed with the CAO.

AGENDA

118-18

Councillor Wery

Committee Member Lenton

BE IT RESOLVED that the agenda for the regular LUD meeting of November 7, 2018 be adopted as presented and amended.

CARRIED

APPOINTMENT OF CHAIR

119-18

Councillor Wery

Committee Member Lenton

BE IT RESOLVED that the person having received the highest number of votes be appointed as Chair of the LUD of Richer Committee, being Roger Godard in accordance with the October 24, 2018 general election results.

CARRIED

DELEGATION(S)

7:11 pm - Raymond King appeared before the LUD of Richer Committee to discuss personal legal matters regarding his property.

MINUTES of October 3, 2018

120-18

Committee Member Lenton

Councillor Wery

BE IT RESOLVED that the minutes of the regular LUD of Richer Committee meeting held on October 3, 2018 be adopted as presented.

CARRIED

Reeve Paul Saindon joined the meeting at 7:34 pm.

FINANCES

121-18

Councillor Wery

Committee Member Lenton

BE IT RESOLVED that the LUD of Richer Committee Financial Statement for the period ending October 31, 2018 be hereby adopted as presented.

CARRIED

ACCOUNTS PAYABLES

122-18

Chairman Godard

Councillor Wery

BE IT RESOLVED that Council be requested to approve the payments included in the October 2018 Invoice Summary in the amount of \$4,605.14.

CARRIED

UNFINISHED BUSINESS – None

NEW BUSINESS

2018 Elected Officials Orientation Session

Received as information.

Reeve Paul Saindon left the meeting at 7:57 pm.

LUD Procedures Resolution

123-18

Committee Member Lenton

Chairman Godard

WHEREAS Section 114(1) of *The Municipal Act* states that a LUD Committee must pass a resolution to establish rules of procedure that are to be reviewed at least once per term;
BE IT RESOLVED that the LUD of Richer Committee establishes the rules of procedure as attached hereto in Appendix 'A'.

CARRIED

2018 Christmas Yard Decorating Contest

124-18

Chairman Godard

Committee Member Lenton

BE IT RESOLVED that the Council of the RM of Ste. Anne be requested to authorize a contest to be held in the LUD of Richer for the best decorated properties for the 2018 Christmas season, with all associated costs to be paid by the LUD of Richer, with winners to be announced during the January 2019 regular LUD of Richer Committee Meeting;

BE IT FURTHER RESOLVED that local businesses be solicited to contribute prizes, with any amounts donated to be matched by the LUD Committee.

CARRIED

LUD of Richer Committee Member Indemnification – Tabled

Municipal Health and Dental Insurance Program

125-18

Councillor Wery

Committee Member Lenton

BE IT RESOLVED that Council be requested to authorize the optional enrollment of the LUD of Richer Committee members in the AMM Health and Dental Insurance Program with costs to be shared equally by the LUD of Richer (Employer) and the Committee Member (Employee).

CARRIED

Step at the Recycling Shed

126-18

Councillor Wery

Committee Member Lenton

BE IT RESOLVED that Council be requested to authorize Henry Proteau to build a step to make the new LUD of Richer Recycling Depot shed more accessible, with all associated costs to be paid by the LUD of Richer Committee.

CARRIED

COMMITTEE COMMENTS - None

CORRESPONDENCE

127-18

Chairman Godard

Councillor Wery

BE IT RESOLVED that the following 4 correspondence items listed on the November 7, 2018 LUD Committee Meeting agenda be received as information:

RM of Ste. Anne Minutes of October 17, 2017

RM of Ste. Anne Decisions RE: October 2018 LUD Meeting

Declaration of Assets and Interests

Royal Canadian Legion - Ste. Anne Legion Branch 220 to surrender Charter

CARRIED

ADJOURNMENT

128-18

Chairman Godard

Councillor Wery

BE IT RESOLVED that this regular LUD of Richer Committee meeting be adjourned at 9:37 pm.

CARRIED

NEXT MEETING(s)

LUD of Richer Committee Regular Meeting

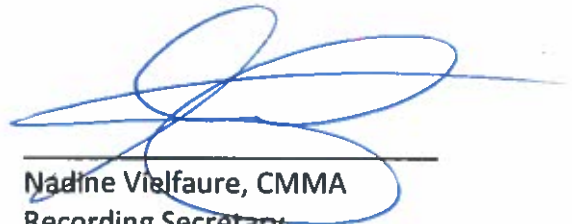
December 5, 2018 @ 7:00 pm



Roger Godard

Chairman

LUD of Richer Committee



Nadine Vielhaure, CMMA

Recording Secretary

LUD of Richer Committee

Procedures Resolution – Appendix ‘A’

1. Regular meetings of the LUD committee will be held on the first Wednesday of each month at 7:00 pm in the LUD Hall located at 136 Dawson Road E;
2. Written notice of meetings, along with the agenda and supporting documentation for the matters to be discussed, are to be provided to the committee members a minimum of twenty four (24) hours prior to the regular meeting by the recording secretary;
3. The Chairman of the LUD committee will approve a change in meeting date, time or place with notice to be given verbally to the committee members within twenty four (24) hours of the new meeting date, time or place, and place notification of the change in at least one public place in the LUD, preferably on the door to the LUD of Richer Hall;
4. Committee members are to inform the recording secretary at least forty-eight (48) hours in advance of matters that they wish to see added to the agenda;
5. Rules respecting the conduct of the committee meeting are as follows:
 - a. The matters shall be discussed in the order that they appear on the Agenda;
 - b. When speaking on a matter, committee members shall address the chair;
 - c. A member may speak to a question as long as the Chairman deems reasonable;
 - d. Any motion that is tabled shall be discussed at the next regular meeting of the Committee;
6. Rules respecting public participation and delegations at council meetings are as follows:
 - a. Delegations may contact the LUD recording secretary or the Chairman at least forty-eight (48) hours prior to the regular meeting in order to schedule a time to address the LUD committee;
 - b. Should a delegation or a member of the public fail to follow the procedure above, the LUD committee may decide by resolution at the meeting if they wish to hear the delegation or not;
 - c. A delegation shall appoint one (1) person to address the committee, and shall be allowed a maximum of fifteen (15) minutes to present their information. Should additional time be required, the committee may agree, by majority vote, to permit a longer delegation time;
 - d. All delegations are to be scheduled at the beginning of the meeting;
7. Should the Chairman be unable to chair any meeting, or any part of the meeting, the remaining committee members shall, by resolution, appoint another committee member to act as chair;
8. Committee members who declare a conflict of interest will excuse themselves from the room during all discussions and voting regarding that matter;
9. Special Meetings may be called
 - a. by the Chairman at his/her discretion or
 - b. by the Chairman within twenty-four (24) hours upon receiving written or verbal notice from two committee members; or
 - c. by the Secretary within twenty-four (24) hours upon receiving written or verbal notice from two committee members, in the case of the Chairman's absence or neglect to do so;
10. Notice of the Special Meeting will be given to all committee members in accordance with Section 2 above;

11. All meetings are open to the public, unless a resolution is passed to go in-camera;
12. In-camera meetings may be held for the following purposes:
 - a. Personnel matters;
 - b. Preliminary discussions, which if discussed in public could prejudice the committee's ability to carry out an activity or negotiation;
 - c. Unresolved legal matters;
 - d. By-Law Enforcement matters; and
 - e. Issues dealing with security of documents or property;
13. All matters discussed in-camera are to be kept confidential until the committee passes a resolution allowing the matter to be discussed publicly;
14. Committee members may ask to have the votes recorded in the minutes for any resolution passed. The request must be made prior to the vote being passed. The secretary shall record who requested the recorded vote along with how each member voted;
15. A quorum is required for and during each committee meeting, and consists of the majority of the members comprising the committee
16. A committee member has one vote each time a vote is held at a committee meeting at which the member is present.
17. As per *The Municipal Act*, Section 117(2), a council must not delegate to the committee of a Local Urban District or a member of the committee the power to enter into on behalf of, or administer, any contract of the municipality or to deliver any service on the municipality's behalf;
18. LUD committee may pass resolutions recommending that the council of the RM of Ste. Anne take certain actions where the LUD does not have the *Municipal Act's* authority to make decisions regarding, but not limited to, the following matters:
 - a. Signing contracts;
 - b. Entering into agreements;
 - c. Approving permits and subdivisions;
 - d. Approving Variance and Conditional Uses; and
 - e. Writing cheques
19. A committee member is disqualified from the committee if he or she
 - a. is absent for the full duration of three consecutive regular committee meetings unless the absences are with the leave of the committee, granted by a resolution passed at any of the three meetings, a prior meeting or the meeting following the 3rd absence;
 - b. ceases to be qualified as a voter in the LUD;
 - c. resigns his or her seat on the committee; or
 - d. breaches the requirement of confidentiality under Section 13 of the LUD Procedures Resolution.