



# STE. ANNE MUNICIPALITY

## Rural Municipality of Ste. Anne

Meeting Agenda

December 2, 2020 - Local Urban District of Richer - 07:00 PM

1. AGENDA
2. MINUTES
3. ACCOUNTS PAYABLES
4. FINANCES
5. DELEGATION(S)
6. UNFINISHED BUSINESS
  - 6.1 LUD Recycling Shed Snow Removal
  - 6.2 2020 Christmas Contest - Update
7. NEW BUSINESS
  - 7.1 Procedures Resolution Review
  - 7.2 2021 Preliminary Budget Discussions
8. COMMITTEE COMMENTS
9. CORRESPONDENCE
  - 9.1 \*\*\*RM Minutes of November 4, 2020
  - 9.2 \*\*\*RM Minutes of November 25, 2020
10. NOTICE OF MOTION
11. IN CAMERA
12. ADJOURNMENT



# STE. ANNE MUNICIPALITY

## Local Urban District of Richer Committee Meeting Minutes December 2, 2020 - 07:00 PM

Minutes of the regular committee meeting of the Local Urban District (LUD) of Richer held virtually over Zoom on December 2, 2020.

Chair Roger Godard called the meeting to order at 7:00 pm with the following Committee members present: John Lenton, and Normand Bremaud. Committee Member and Ward 3 Councillor Brent Wery and Recording Secretary Nadine Vielfaure, Assistant Chief Administrative Officer for the RM of Ste. Anne, were also present.

Operations Manager Kevin Medeiros was in attendance.

### AGENDA

99-20

Councillor Wery

Committee Member Lenton

BE IT RESOLVED that the LUD of Richer committee meeting agenda of December 2, 2020 be adopted as presented and amended.

**CARRIED**

### MINUTES

100-20

Committee Member Lenton

Committee Member Bremaud

BE IT RESOLVED that the LUD of Richer committee meeting minutes of November 4, 2020 be adopted as presented.

**CARRIED**

### ACCOUNTS PAYABLES

101-20

Committee Member Bremaud

Committee Member Lenton

BE IT RESOLVED that Council be requested to approve the payments included in the November 2020 Invoice Summary, in the amount of \$5,830.31.

**CARRIED**

**FINANCES**

102-20

Councillor Wery

Committee Member Bremaud

BE IT RESOLVED that the LUD of Richer Financial Statement for the period ending November 30, 2020 be hereby adopted as presented.

**CARRIED**

**DELEGATION(S) – None**

**UNFINISHED BUSINESS**

**LUD Recycling Shed Snow Removal**

103-20

Committee Member Lenton

Committee Member Bremaud

BE IT RESOLVED that Council be requested to accept the quotation as submitted from Paradise Landscape and Design, dated November 25, 2020, for snow removal at the LUD of Richer Recycling Shed location in the amount of \$40/event, as presented and authorizes all works to be completed and costs to be paid as per quotation.

**CARRIED**

**2020 Christmas Contest - Update**

Received as information.

**NEW BUSINESS**

**Procedures Resolution Review**

104-20

Chair Godard

Committee Member Bremaud

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**

**2021 Preliminary Budget Discussions**

105-20

Committee Member Lenton

Committee Member Bremaud

BE IT RESOLVED that the LUD of Richer Committee request the RM of Ste. Anne Council consider investing Bi-Pole III CDI Funding for "Welcome to the RM of Ste. Anne" electronic Billboards, with the LUD of Richer Committee to invest 50% up to a maximum of \$15,000 for such a billboard to be located in the LUD of Richer to showcase LUD and RM related matters.

**CARRIED**

Operations Manager Kevin Medeiros left the meeting at 8:33 pm.

**COMMITTEE COMMENTS - None**

**CORRESPONDENCE**

106-20

Councillor Wery

Committee Member Bremaud

BE IT RESOLVED that the following 2 correspondence items be received as information:

RM Minutes of November 4, 2020

RM Minutes of November 25, 2020

**CARRIED**

**NOTICE OF MOTION – None**

**IN CAMERA - None**

**ADJOURNMENT**

107-20

Councillor Wery

Chair Godard

BE IT RESOLVED that this regular LUD of Richer Committee meeting be adjourned at 8:46 pm.

**CARRIED**

**NEXT MEETING(s)**

LUD of Richer Committee Regular Meeting

December 2, 2020 @ 7:00 pm



Roger Godard  
Chair  
LUD of Richer Committee



Nadine Vielfaure, CMMA  
Recording Secretary  
LUD of Richer Committee

**Procedures Resolution #104-20**  
**Appendix 'A'**  
**Local Urban District of Richer Committee Meeting Minutes**  
**December 2, 2020**

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. Should in-person meetings be unadvisable or prohibited, such as during a pandemic, then meetings will be held virtually at the same date and time with a Notice posted on the Meeting Hall door indicating how members of the public might be able to view and/or participate in the meeting.
3. 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;
4. 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;
5. 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;
6. 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;
7. 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;
  - e. The Committee has the right to refuse a delegation if the subject matter has already been address in a previous delegation, and may instruct the Recording Secretary accordingly.
8. 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;
9. Committee members who declare a conflict of interest will excuse themselves from the room during all discussions and voting regarding that matter;

10. 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;
11. Notice of the Special Meeting will be given to all committee members in accordance with Section 2 above;
12. All meetings are open to be made accessible to the public, ~~unless a resolution is passed to go~~ with the exception of any in-camera session;
13. 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;
14. All matters discussed in-camera are to be kept confidential until the committee passes a resolution allowing the matter to be discussed publicly;
15. 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;
16. A quorum is required for and during each committee meeting, and consists of the majority of the members comprising the committee
17. A committee member has one vote each time a vote is held at a committee meeting at which the member is present.
18. 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;
19. 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
20. 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 3<sup>rd</sup> 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.