



Committee Meeting Minutes December 7, 2022 - 07:00 PM

Minutes of the regular committee meeting of the Local Urban District (LUD) of Richer held in the LUD of Richer Hall at 136 Dawson Road in Richer on December 7, 2022.

CALL TO ORDER

Chair John Lenton called the meeting to order at 7:00 pm.

ATTENDANCE

| COMMITTEE MEMBER | IN ATTENDANCE | ABSENT |
|-------------------------------|---------------|--------|
| JOHN LENTON, CHAIR | X | |
| NORMAND BREMAUD | X | |
| JESSICA OSTROWSKI | X | |
| BRENT WERY, WARD 3 COUNCILLOR | X | |
| RICHARD PELLETIER, REEVE | X | |

Also in attendance were:

- Legislative Officer, Nadine Vielfaure

AGENDA

LUD-2022-105

Councillor Wery

Committee Member Bremaud

BE IT RESOLVED THAT the LUD of Richer committee meeting agenda of December 7, 2022, be adopted as presented and amended to add:

- 9.4 Home Improvement Grant

CARRIED

MINUTES

LUD-2022-106

Councillor Wery

Committee Member Bremaud

BE IT RESOLVED THAT the LUD of Richer committee meeting minutes of November 2, 2022, be adopted as presented.

CARRIED

ACCOUNTS PAYABLES

LUD-2022-107

Committee Member Ostrowski

Councillor Wery

BE IT RESOLVED THAT Council be requested to approve the payments included in the November 2022 Invoice Summary, in the amount of \$7,474.29.

CARRIED

FINANCES

LUD-2022-108

Committee Member Ostrowski

Committee Member Bremaud

BE IT RESOLVED THAT the LUD of Richer Financial Statement for the period ending November 30, 2022, be hereby adopted as presented.

CARRIED

DELEGATION(S) – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

Procedures Resolution Review

LUD-2022-109

Councillor Wery

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 on an annual basis;

BE IT RESOLVED THAT the Local Urban District of Richer Committee adopt the Procedures Resolution as found in Appendix 'A'.

CARRIED

Variation Order 15-22 - Storage shed - LUD of Richer

LUD-2022-110

Councillor Wery

Committee Member Ostrowski

WHEREAS the LUD of Richer Committee are requesting a Variation Order from Council in order to locate a new storage shed roughly 10 feet away from the south property line;

BE IT RESOLVED THAT Council be recommended to approve this Variation Order #15-22.

CARRIED

2022 Holiday Contest Update

Received as information.

Home Improvement Grant

Administration to investigate.

COMMITTEE COMMENTS

Councillor Brent Wery spoke of long-term planning matters such as sewer systems and economic development.

CORRESPONDENCE

LUD-2022-111

Councillor Wery

Committee Member Bremaud

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

RM Minutes of November 9, 2022

LUD Permit Report for the month of August to November 2022.

CARRIED

NOTICE OF MOTION – None.

IN CAMERA – None.

ADJOURNMENT

LUD-2022-112

Councillor Wery

Committee Member Bremaud

BE IT RESOLVED THAT this regular LUD of Richer Committee meeting be adjourned at 8:34 pm.

CARRIED

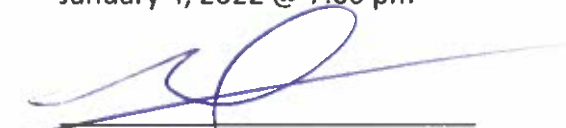
NEXT MEETING(s)

LUD of Richer Committee Meeting

January 4, 2022 @ 7:00 pm



John Lenton
Chair



Nadine Vielleure, CMMA
Recording Secretary

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 on an annual basis;

BE IT RESOLVED that the Local Urban District of Richer establishes the following rules of procedure:

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 the Friday prior to the regular meeting day, at the latest by the recording secretary.
4. The Chair 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 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 of matters that they wish to see added to the agenda by the Wednesday prior to the regular meeting day at the latest;
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 Chair 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 by the Wednesday prior to the regular meeting day at the latest, 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 person to address the committee, and shall be allowed a maximum of 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 addressed 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 and refrain from influencing the matter in accordance with conflict of interest legislation;
10. Special Meetings may be called
 - a. by the Chair at their discretion or
 - b. by the Chair within 24 hours upon receiving written or verbal notice from two committee members; or
 - c. by the Secretary within 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 in writing to all committee members at least 24 hours in advance of the meeting;
12. All meetings are to be made accessible to the public, 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 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 14 of the LUD Procedures Resolution.
21. The order of items on the agenda will generally be as follows, in keeping with Council Meeting Agenda templates:
 1. **Call to Order (7 pm)**
 2. **Attendance**
 3. **Agenda**
 4. **Minutes**
 5. **Finances**
 6. **Delegations**
 7. **Unfinished Business**
 8. **New Business**
 9. **Planning & Development**
 10. **Notice of Motion/Petitions**
 11. **Consent Agenda**
 12. **In Camera**
 13. **Adjournment**