



FINANCE COMMITTEE

DATE: Thursday, February 14, 2013

**PLACE: Council chambers, Municipal Building
Saint-Léonard, NB**

TIME: 6:30 p.m.

Summary of the minutes requiring motions at the meeting of February 27, 2013.

MINUTES OF MEETING

1. Call to order

The Chairman, Pierre Michaud, called the meeting to order at 6:45 p.m. He welcomed the members present and asked the GM to ask the regional representative of Local Government (Mr. Doris Blanchard) to sit on this committee, given the importance of LSDs in the RSC#1 North West service area and the information he could share with committee members. The Chairman also requested that the province be asked about possible involvement by their representative in the RSC.

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|-------------------------------------|------------------------|
| Members attending | |
| Mr. Pierre Michaud, President | Mayor of Clair |
| Mr. Carmel St-Amand, Vice-President | Mayor of Saint-Léonard |
| Mr. Luc St-Jarre | Representing the LSD |
| Staff attending | |
| Picard, François | General Manager |

2. Orientation session February 19 and 20, 2013 – Fredericton, New Brunswick

It will be the first meeting between RSC representatives and the Minister of the Environment and Local Government. The goal of the meeting is to share the major challenges and immediate priorities for implementing RSCs. Since each RSC has to make a report, the GM invited committee members to email him their comments.

3. Members' daily allowance

The GM presented tables comparing the daily allowance received from the province by region for the 12 Regional Service Commissions.

a) Meeting of the RSC#1 North West Board of Directors (provincial table)

The following rates are recommended:

Chairman: \$125/meeting

Members: \$100/meeting,

Travel: \$0.42/kilometre

b) Meeting outside the region

The following rates are recommended: \$200/day and \$0.42/kilometre.

Accommodations paid by RSC#1 North West.

c) Daily allowance for the planning review committee (provincial table)

The following rates are recommended: \$75/member and \$0.42/kilometre for travel.

d) Finance Committee

The recommendation is to apply the same rates as for regular RSC#1 North West meetings:

Chairman: \$125/meeting

Members: \$100/meeting,

Travel: \$0.42/kilometre

4. Employee salary

After discussions with RSCs in the province and officials from the Department of the Environment and Local Government, and looking at the budget forecasts for 2013, the recommended salary increase for 2013 is 2% for all employees effective March 4, 2013.

5. Hours of work

The GM said that for operational reasons he would like to standardize hours of work in the two former planning commissions. This would:

- a) Be fairer to employees,
- b) Bring salaries in the two former entities closer together,
- c) Not incur any extra costs for RSC#1 North West,

- d) Reduce internal conflicts and increase employee satisfaction.

The committee recommended that hours of work be harmonized as proposed by the GM and that offices be staffed from 8:15 a.m. to 4:30 p.m. every working day of the week.

6. Administrative assistant for the GM

The GM indicated that the interim budget for RSC#1 North West allowed for hiring an administrative assistant, but that unfortunately the salary hadn't been budgeted for 2013.

He proposed asking Ms. Nicole Rioux to be the administrative assistant for RSC#1 North West on a contract basis at a salary of \$225/week. Ms. Rioux will be the administrative assistant for Enterprise Grand Falls Region until May 21, 2013.

The recommendation was that the GM retain the services of Ms. Nicole Rioux on a contract basis for \$225/week and review the budget to identify the amounts required to fill a position permanently.

7. Meeting with Minister Bruce Fitch

The GM mentioned that the Minister would meet with the members of the Board of Directors on February 27, 2013, at 6:30 p.m. at the Rivière-Verte municipal building.

8. The Finance Committee will hold meetings as needed.

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Pierre Michaud, President

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François Picard, General Manager