

## EXECUTIVE COMMITTEE

**DATE:** Thursday, January 11, 2018  
**PLACE:** Le Grand-Saut Ristorante  
 155, Broadway Blvd.  
 Grand Falls, NB  
**TIME:** 6:00 p.m.

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### MINUTES OF MEETING

#### 1. Call meeting to order and welcome

Chairman, Michel Leblond, called the meeting to order at 6 :10 p.m. and welcomed everyone.

<b>Members attending</b>	
Mr. Michel Leblond, Chair	Mayor of Rivière-Verte
Mr. France Roussel, Vice-Chair	Mayor of Drummond
Mrs. Brigitte Martin	Representing the Local Service District
<b>Staff attending</b>	
Mr. François Picard	Executive Director

#### 2. Canada 150 Constituency Award pins (further to our email of last December 11)\*

At the request of the MP for Madawaska-Restigouche, the Hon. René Arseneault, the members of the Executive formed a jury to choose the recipients of a Canada 150 Constituency Award pin. Mr. Arseneault wants to recognize the commitment and progress of citizens, groups of citizens and organizations in the riding who have made contributions to their community in recent years.

Eight sectors or categories were identified. The committee received 17 candidacies (see the list of recipients on page 4).

Since the selection was made by riding and riding office, the members of the executive were disappointed that candidacies for the municipality of Saint-Quentin (member of the NWRSC) were directed to the riding office in Campbellton (Restigouche) instead of the one in Edmundston (Madawaska).

The ED checked with the riding assistant, Ms. Michelle Daigle. She said that it was a long-standing policy and she apologized to members of the NWRSC on behalf of the MP, the Hon. René Arseneault.

#### 3. Policy – sick leave

A draft of the new sick leave policy was presented to the members of the Executive. In the absence of a clear consensus, the members of the Executive asked the ED to remove the incentives designed to minimize the use of sick leave for anything except sickness. On the

subject of transferring sick leave on retirement, the members of the Executive suggested granting a retirement bonus. See on page 3 a copy of the revised policy accepted by the Executive.

#### **4. Director of Waste Management position**

Mr. Paul Albert has been the acting Director of Waste Management since December 2015. Following an assessment by the ED, the members of the Executive accepted the increase that he proposed. Inasmuch as Mr. Jean Bourque is on long-term disability leave and it is currently impossible to establish a date by which he will return or not, the members of the Executive suggested that he remain in an acting role until the situation is clarified.

#### **5. Strategic planning**

Further to a motion by the Board of the NWRSC at its last meeting, the members agreed to begin a strategic planning process.

It was also agreed to hold a closed-door meeting on January 24, 2018, to discuss a format, approach and basis for the strategy.

The members of the Executive recommended hiring a facilitator by invitation to keep the discussions on track, help participants concentrate on the subject and guide the organization in establishing the major orientations, the results it wants to achieve and the activities and projects that it will implement to reach these results.

Members of the Executive mentioned and suggested certain names during the discussion. The ED estimated that the costs of the exercise should not exceed \$7,500 + HST based on information received by other RSCs (Kent and Southeast).

The ED indicated that the process would be an opportunity for the Board and staff to formulate a shared vision with a vision statement for the organization as well as to set priorities, goals and objectives for the whole organization. This plan will include measurable (attainable) objectives and benchmarks and will define the means to achieve the objectives through collaboration and consensus between staff and the Board of Directors, all the while recognizing the legislative and administrative limits placed on the NWRSC. The ED suggested that the plan should cover at least three years with an action plan that identifies the projects in order of priority as well as in chronological order over the life of the plan.

#### **6. Adjournment**

The meeting was adjourned by the Chairman at 9 :10p.m.

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**MICHEL LEBLOND, Chairman**

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**FRANÇOIS PICARD, Executive Director**

## **REVISED POLICY**

### **1. SICK LEAVE**

#### **GENERALITIES**

- 1) Sick leave is intended to protect employees against undue financial loss in the case of prolonged illness.
- 2) All employees shall keep as many days of sick leave as possible and use them only in the case of serious illness. Sick leave should not be used in order to be absent for a day or to replace annual or any other leave.
- 3) Employees accumulate sick leave credits at a rate of 1.25 day/month for each calendar month of continuous employment up to a maximum of 120 days. This covers the period before eligibility for long-term disability, which starts on the 121<sup>st</sup> day.
- 4) An employee who is on sick leave must have worked the majority (50% + 1) of the working days in the month in order to accumulate sick leave and/or annual leave credits.

#### **SPECIFIC RULES:**

- i. Employee sick leave shall only be paid for justified absences and for the days on which the employee is normally required to work. Employees who are absent shall notify the director that they are unable to work at the start of their regular workday;
  - ii. A doctor's note shall be required after four (4) consecutive days of absence. The note must indicate the date of return to work. In the case of long-term sick leave, the employer may require a medical report attesting that the employee is not fit to return to work;
  - iii. If the employer has reason to believe that sick leave is being abused, that is, used repeatedly for no valid reason, and if this leave interferes with operations, the employer may require a meeting with the employee and take the appropriate disciplinary measures.
- 5) Unless office operations are reorganized, it will be the employer's policy to maintain the employee's position for a period of one (1) year on receipt of a medical report.
  - 6) Accumulated sick leave has no monetary value.

### **2. RETIREMENT BONUS**

- 1) A retirement bonus of one week's salary per year of service shall be paid to an employee after 20 years of service with the NWRSC.

## Canada 150 Constituency Award Pins

### List of recipients by category

Agriculture	Ferme Soucy et Fils
Sports	Marc Cloutier
Youth	Le secrétariat à la Jeunesse d'Edmundston
Enterprise	Les Brasseurs du Petit-Sault
Volunteerism	Luc Fournier
Community organization	Le Groupe des Six
Immigrants	Mohamed Rachidi
Arts and culture	Clarence Bourgoin

### Members of the jury = NWRSC Executive

Mr. Michel LeBlond, Chair of the NWRSC and mayor of Rivière-Verte

Mr. France Roussel, Vice-Chair of the NWRSC and mayor of Drummond

Ms. Brigitte Martin, member of the Executive of the NWRSC and Local  
Service District (LSD) representative, Saint Joseph sector