

**Municipality of the District of Clare**  
**COUNCIL-IN-COMMITTEE MEETING**  
**Wednesday, December 7, 2011**

PRESENT: Warden Jean Melanson, Deputy Warden Ronnie LeBlanc; Councillors: Brian Comeau, Russell Comeau, Nil Doucet, Danny Hill and Simon LeBlanc; CAO Connie Saulnier and Deputy Clerk Jeannette Doucet.  
*Translators:* Germaine Comeau and Richard Landry. *Members of the Public:* Paul Comeau, Gérard Thériault and Richard Deveau.

ABSENT: Councillor Arnold LeBlanc.

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**CALL TO ORDER**

Warden Jean Melanson called the meeting to order at 7:00 pm.

**1) APPROVAL OF THE AGENDA**

MOVED BY Councillor Danny Hill and SECONDED BY Councillor Nil Doucet that the proposed Agenda be approved as presented.

MOTION CARRIED

**2) PRESENTATIONS**

There were no presentations.

**3) BUSINESS ARISING FROM PREVIOUS MEETINGS**

**3.1 Computer Server and Emails – CAO Connie Saulnier**

CAO Connie Saulnier informed Council that the computer server where the Municipality's emails and data are stored had crashed in October. The IT service provider was unable to retrieve emails so most of the email correspondence has been lost. We are looking at different IT services. CAO Saulnier wanted to keep Council informed.

**3.2 Amendments to Human Resources Policies Manual – CAO Connie Saulnier**

CAO Connie Saulnier indicated that Council had passed a motion regarding the Human Resource Policies Manual; however there are minor errors and some additions or changes. CAO Saulnier reviewed them with Council. The additions and changes include:

- that a Confidentiality Policy be added to the HR Manual;
- that in Section 2 Policy 1 (page 10) with regards to expenses related to conferences:
  - that meals can only be claimed for a reimbursement if they are not already covered by the conference; and
  - that lodging when at a conference may only be claimed if it is further than Digby or Yarmouth (unless it is less expensive to stay overnight than to travel; or the employee is the lead organizer and their presence is required on site; or if lodging is included in the conference fee and cannot be removed).

- regarding maternity/parental leave (Section 2, Policy 2 page 7), it is a maximum of 35 insurable weeks (as per Government Regulations).
- that the section regarding Statutory Holidays stipulates who qualifies for paid holidays, as per the Labour Laws (Section 2 Policy 2).
- that for Family Leave, it be added that final approval may require the consent of Council (Section 2 Policy 2 page 11).
- that a section regarding personal cellular phones be added to the Cell Phone Policy (Section 2 Policy 6).
- that the section covering Hiring of Relatives included Councillors' family as well, stating that relatives of staff and Council not be encouraged to apply for positions with the Municipality of Clare (Section 3 Policy 9, page 3).
- that in Section 4 Policy 2 (page 4) regarding grievance concerns, that it be stipulated that the Personnel Committee shall consist of at least 3 Councillors and the CAO or designate.

Council discussed and are in agreement with the said changes to the Municipality' Human Resources Policies Manual.

#### **4) NEW BUSINESS**

##### **4.1 Provincial Electoral Boundaries – Warden Jean Melanson**

Warden Jean Melanson indicated that Provincial Electoral Boundaries were being looked at. There was a select committee created who will be making recommendations to create a Commission that will review the boundaries. Consultations were held for public feedback, one of which was in Yarmouth. Nicole Pothier, legal researcher, will be working with the Municipality to prepare a Brief that the Municipality of Clare will present at this consultation, which will be held in December. The Warden will gather key individuals from the community to meet with him on December 12 to get their feedback for the Brief in order to help protect the Electoral Boundary in which Clare is a part of.

##### **4.2 Conflict of Interest Policy**

A letter was received date November 25, 2011 (copy attached) from the President of the *Association civique de Clare*, Paul Comeau, which asks Council to consider adopting a conflict of interest policy.

##### **4.3 Gas Tax Projects**

CAO Saulnier indicated that the Municipality had approved in its budget \$73,000 for half the amount to purchase a new bus for *Transport de Clare*. The Municipality was notified last week that this project was not accepted by the Gas Tax Fund; the bus would have to be owned by the Municipality to qualify for funding. Claredon Robichaud of *Transport de Clare* has been in contact with René Frigeault (Federal Gas Tax Dept). If the Municipality had an agreement with *Transport de Clare* to lease them the bus, the Gas Tax Fund could be used to the purchase the new bus. Council discussed and would be willing to prepare a Lease Agreement with the Transport de Clare regarding the bus.

#### 4.4 Invite C.S.A.P. Reps to Discuss Possible Closure of Local Schools – Councillor Brian Comeau

Councillor Brian Comeau suggested that Council invite a representative from the *Conseil scolaire acadien provincial* CSAP School Board, perhaps the president of the board Kenneth Gaudet, to attend a televised Council Meeting to discuss school closures and amalgamations in the Municipality of Clare.

#### 4.5 Tender for New Forklift for “Clare Recycling Facility”

CAO Connie Saulnier indicated that three (3) submissions had been received today as per an Invitational Tender for the purchase of a new forklift to be used at the Clare Recycling Facility (see attached document).

Council discussed the bids and the terms (warranties, service, etc.). Council felt that Yarmouth Forklift has a good reputation especially with regards to maintenance; their bid is \$47,064.90 (includes tax). Council is in agreement with Yarmouth Forklift’s bid. The motion will be made at the upcoming Council meeting.

#### 4.6 Insurance at “Clare Industrial Park” former Comeau Lumber

Questions were raised regarding the insurance at the new Industrial Park, the former Comeau Lumber. CAO Connie Saulnier indicated that she would ask for quotes from Insurance Providers for insurance of the property and inform Council of her findings.

### 5) IN CAMERA SESSION

At 8:10 pm, a motion was made to proceed to an In Camera Session.

**MOVED BY** Deputy Warden Ronnie LeBlanc and **SECONDED BY** Councillor Nil Doucet that Council proceed to an In Camera Session to discuss the following issues: 5.1 *Club social de Clare*; 5.2 Donation of Land to Municipality and 5.3 Letter of Support for Selling of Coastal Land – Warden Jean Melanson.

#### **MOTION CARRIED**

In Camera Session concluded at 8:50pm.

### 6) DATE AND TIME OF NEXT COUNCIL-IN-COMMITTEE MEETING

The next meeting will be held Wednesday, January 4<sup>th</sup>, 2012.

### 7) ADJOURNMENT

The meeting was adjourned at 8:50 pm.

*Respectfully submitted by*

**APPROVED BY COUNCIL  
ON JAN. 18, 2012**

*Jeannette Doucet – Deputy Clerk (cdk)*