Commission de services régionaux
Chaleur
Regional Service Commission

BOARD OF DIRECTORS REGULAR MEETING – MINUTES

Wednesday, September 16, 2026 at 6:30 p.m.

(Chaleur RSC Conference Room – 702 Main Street, Suite 2, Petit-Rocher)

1. CALL TO ORDER AND OPENING STATEMENTS

The Chair calls the meeting to order at 6:13 p.m.

2. ATTENDANCE AND CONFIRMATION OF QUORUM

Attendance was recorded and quorum was confirmed.

NAME OF ELECTED OFFICIALS	REPRESENTATION	EXECUTIVE	PRESENT = ✓ ABSENT = X
Michael Willett	Bathurst – Councillor	Chair	✓
Kim Chamberlain	Bathurst – Mayor		✓
Mario Lapointe	Belledune – Mayor		
Cynthia Robinson	Belledune – Councillor		✓
Laura McNulty	Chaleur Rural District	Vice-Chair	✓
Donald Duclos	Chaleur Rural District		✓
Rachel Boudreau	Belle-Baie – Mayor		✓
Robert DeGrâce	Belle-Baie – Councillor	3rd Director	✓
EMPLOYEES			
Jocelyne Hachey	Chief Executive Officer		✓
Dayna Anderson	Director – Solid Waste		✓
Joyce Basque	Director – Finance		✓
Shirley DeSilva	Director – Economic and Tourism Development		**X**
Natalie Wright	Director – Community Development		✓
Thomas Lizotte	Director – Communications		✓
André Frenette	Director – Planning Services		**X**
Donna Landry-Haché	Chief Operating Officer and Board Secretary		✓

3. ADOPTION OF THE AGENDA

Resolution: 2026-176-01	**Moved by: Rachel Boudreau** **Seconded by: Laura McNulty**
THAT the agenda be adopted as presented:	
For: 7 Against: 0	**RESOLUTION CARRIED**

4. CONFLICT OF INTEREST DECLARATIONS

5. MINUTES

5.1 Resolution – Adoption of the minutes of the regular meeting of August 19, 2026

Resolution: 2026-176-02	**Moved by: Kim Chamberlain** **Seconded by: Robert DeGrâce**
THAT the Board members adopt the minutes of the regular meeting of August 19, 2026.	
Pour : 7 Contre : 0	**RESOLUTION CARRIED**

5.2 Business arising from the minutes

6. PRESENTATIONS

None.

7. CORRESPONDENCE

None.

8. CORPORATE AND COLLABORATIVE

None.

9. PLANNING SERVICES

None.

10. SOLIDE WASTE MANAGEMENT

10.1 Resolution – Purchase of an ATV (Side-by-Side)

Resolution: 2026-176-03	**Moved by: Donald Duclos** **Seconded by: Kim Chamberlain**
Whereas the purchase of an ATV Side-by-Side was approved in the 2026 Capital Budget; **Whereas** the proposed amount in the recommended tender is within the projected cost for such a purchase; **Whereas** the lowest bidder meets the requirements specified in the request for proposal; **Whereas** the capital reserve fund will pay the full amount of this purchase and therefore no financing is required; **THAT** the Chaleur Regional Service Commission accepts the tender from **Patterson Sales & Service Ltd.,** for an amount of **$35,899.35** tax included for the purchase of a 2026 CF Moto U10 Pro Highland Side-by-Side ATV.	
QUESTION: Board members question how this ATV will be utilized. - Mrs. Anderson explains that it will only be utilized on the Waste Management site. There's between four (4) and five (5) kilometers to be travelled every hour by the security guard. And, the technician must also utilize it during the day. Due to the size of the site, this is a tool that saves a lot of time. Furthermore, the CEO advises the Board members that, usually, a truck is utilized. Therefore, this purchase will reduce costs for the Chaleur RSC.	
For: 7 Against: 0	**RESOLUTION CARRIED**

11. COMMUNITY DEVELOPMENT

None.

12. ECONOMIC AND TOURISM DEVELOPMENT

12.1 Position of the Economic Development Specialist

13. FINANCE

13.1 2027 Budget

13.1.1 Resolution – Distribution of the draft 2027 budget to Member Communities

The Director of Finance, Mrs. Joyce Basque, clarifies:

- The budget remains unchanged from the previous meeting;
- A few adjustments have been applied regarding formulas within the document. However, this did not affect the final numbers as they remain unchanged;
- The Oversight Committee revised the budget on September 14, 2026;
- The CEO, Mrs. Jocelyne Hachey, adds that that the Chaleur RSC has completed its tasks regarding the budget, it will now circulate within the Municipal Members for a period of forty-five (45) days. Therefore, some changes may be requested following this process.

Résolution : 2026-176-04	**Moved by: Rachel Boudreau** **Seconded by: Laura McNulty**
Whereas, the CSRC held a public working session on Wednesday, September 9, 2026, to review the components of the said 2027 budget. And that during this session, it was proposed to: **Whereas,** the CSRC presented the draft 2027 budget to the support and oversight committee on Monday, September 14, 2026; **THAT** the 2027 preliminary budget in the amount of **$14,402,429** for operations and **$2,884,224** for capital be submitted to the province and municipalities as prescribed in Section 28 of the Regional Service Delivery Act.	
Pour : 7 Contre : 0	**RESOLUTION CARRIED**

13.2 Resolution – Authorization for an additional EFT approver

The Director of Finance, Mrs. Joyce Basque, clarifies:

- There must be one person who initiates the process for approval and another person who approves it. This cannot be the same person.
- At this time, there are only two (2) people. Therefore, it takes a thirst person to support the process in order to maintain proper operations during absences.
  The CEO, Mrs. Jocelyne Hachey, explains that the President, and herself, must also approve expenses for the Electronic Funds Transfers (Direct Deposits and Withdrawals). Therefore, there is a verification to the process.

Résolution : 2026-176-05	**Moved by: Kim Chamberlain** **Seconded by: Robert DeGrâce**
WHEREAS the Chaleur Regional Services Commission (CRSC) conducts financial transactions, including the issuance of Electronic Funds Transfer (EFT), in the normal course of operations; **AND WHEREAS** the current Administrative Policy requires appropriate authorization for financial transactions, and the organization's EFT process requires two individuals to complete each EFT transaction, consisting of one initiator and one approver; **AND WHEREAS** it is deemed necessary and prudent to add an alternate authorized initiator and approver to ensure efficient and uninterrupted financial operations; **AND WHEREAS** the authorized employees for such transactions include the Director of Finance and the Office Manager for Solid Waste Management as alternate; **AND WHEREAS** the CRSC has recently engaged the services of an accounting technician on a contract basis, **BE IT RESOLVED** that: 1. The accounting technician, Lynda Bernier, is hereby authorized to initiate or approve EFT transactions on behalf of the CRSC as a second alternate; 2. All relevant financial institutions shall be notified of this change and directed to update their records accordingly: 3. This resolution shall take effect immediately upon its adoption. 4. All previous resolutions inconsistent with the provisions of this resolution are hereby amended or repealed accordingly.	
Pour : 7 Contre : 0	**RESOLUTION CARRIED**

14. NEW BUSINESS

None.

15. CLOSED SESSION

15.1 Resolution – Opening of Closed Session

Resolution : 2026-176-06	**Moved by: Kim Chamberlain** **Seconded by: Laura McNulty**
THAT this item be discussed in a close session following Article 68 (1) g) of the "Local Governance Act".	
For: 7 Against: 0	**RESOLUTION CARRIED**

- ✓ **SUBJECT A:** **RENEWAL OF COLLECTIVE AGREEMENT**
  FOLLOWING THE ACKNOWLEDGEMENT OF THE SUBJECT, MR. ROBERT DEGRÂCE DECLARES A CONLICT OF INTEREST REGARDING THIS TOPIC AND LEAVES THE ROOM.
  THE DECLARATION IS NOTED AND WILL BE KEPT ON FILE WITH ALL OTHER DOCUMENTS RELATED TO THIS REGULAR MEETING.

- ✓ **SUBJECT B** **UPDATE REGARDING THE BATHUIRST REGIONAL AIPORT**

15.2 Resolution – Lifting of Closed Session

Resolution : 2026-176-07	**Moved by: Kim Chamberlain** **Seconded by: Rachel Boudreau**
THAT the Closed Session be lifted.	
For: 7 Against: 0	**RESOLUTION CARRIED**

SUBJECT A: The Board of Director congratulate Mrs. Dayna Anderson for her work.

ITEM #15.3 IS ADDED FOLLOWING THE CLOSED SESSION.

15.3 Resolution – Renewal – Collective Agreement – CUPE Local 4193

Resolution: 2026- 176-08	**Moved by: Cynthia Robinson** **Seconded by: Laura McNulty**
Renewal of the Collective Agreement between the Chaleur Regional Service Commission and CUPE Local 4193 **WHEREAS** the negotiations for the renewal of the collective agreement between the CRSC and CUPE Local 4193 reached a tentative agreement on August 25, 2026; **WHEREAS** after revision of the negotiated terms the committee recommends the renewal of the collective agreement with the proposed changes; **WHEREAS** the Board of Directors has been advised of the terms and conditions of the negotiated agreement and has determined that it is in the best interests of the Commission; **THAT** the Board of Directors hereby accepts the negotiated renewal of a five year (2025-2029) Collective Agreement between the Chaleur Regional Service Commission and CUPE Local 4193 which includes an economic salary adjustment of 2.9% for 2025, retroactive to January 1, 2025, 2% for 2026, retroactive to January 1st, 2026, 3% for 2027, CPI- New Brunswick for 2028 (minimum .50 cents), and CPI – New Brunswick for 2029 (minimum .50 cents).	
QUESTION: Mrs. McNulty asks if these costs have already been reflected in the budget for 2027. Mrs. Anderson confirms this to be correct.	
For: 7 Against: 0	**RESOLUTION CARRIED**

16. ADJOURNMENT

The meeting is adjourned at 7:13 p.m.

Minutes taken and prepared by:
Donna Landry-Haché
COO and Board Secretary