Commission de services régionaux
Chaleur
Regional Service Commission

BOARD OF DIRECTORS REGULAR MEETING – MINUTES

Wednesday, August 19, 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 6:30 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		✓
EMPLOYEES			
Jocelyne Hachey	Chief Executive Officer		✓
Dayna Anderson	Director – Solid Waste		✓
Joyce Basque	Director – Finance		X
Shirley DeSilva	Director – Economic and Tourism Development		✓
Natalie Wright	Director – Community Development		✓
Thomas Lizotte	Director – Communications		✓
André Frenette	Director – Planning Services		X
Donna Landry-Haché	Chief Operating Officer and Board Secretary		X

3. ADOPTION OF THE AGENDA

Resolution: 2026-174-01	**Moved by: Laura McNulty** **Seconded by: Cynthia Robinson**
THAT the agenda be adopted as presented (or as amended): - Item 8.2 removed - Item 10.1 added – Amendments to the Procedural By-laws and Operating Procedures of the Regional Planning Advisory Committee (RPAC)	
For: 8 Against: 0	**RESOLUTION CARRIED**

4. CONFLICT OF INTEREST DECLARATIONS

None declared.

5. MINUTES

5.1 Resolution – Adoption of the minutes of the regular meeting of May 6, 2026

Resolution: 2026-174-02	**Moved by: Laura McNulty** **Seconded by: Kim Chamberlain**
THAT the Board members adopt the minutes of the regular meeting of May 6, 2026.	
Pour : 8 Contre : 0	**RESOLUTION CARRIED**

5.2 Resolution – Adoption of the minutes of the special meeting of June 25, 2026

Resolution: 2026-174-03	**Moved by: Rachel Boudreau** **Seconded by: Kim Chamberlain**
THAT the Board members adopt the minutes of the special meeting of June 25, 2026.	
Pour : 8 Contre : 0	**RESOLUTION CARRIED**

5.3 Business arising from the minutes

None.

6. ELECTIONS

6.1 Election of the 3rd officer to the Executive Committee

6.1.1 Call for nominations

a) 3rd officer: Robert DeGrâce is elected 3rd officer.

The Chair congratulates Mr. DeGrâce; the appointment is effective at the end of the meeting.

7. PRESENTATIONS

7.1 Crime Stoppers (Provincial Coordinator)
(Presentation by: Ms. Julie Goulet, Provincial Coordinator)
For information, the organization operates with volunteers and is supported by financial donations.

7.2 New Brunswick Medical Education Foundation Inc.
(Presentation by: Mrs. Isabelle McGraw-Sisk and Mrs. Alyssa Long)

8. CORRESPONDENCE

8.1 Received

8.1.1 Memo from the Deputy Minister of Local Governance, Mr. Charbel Awad, "Study on the Regional Service Delivery Model"

8.2 Sent

THIS ITEM WAS REMOVED AS INDICATED UNDER ITEM #3.

9. CORPORATE AND COLLABORATIVE

9.1 Resolution – Appointment of Legal Counsel – Code of Conduct complaint

Resolution : 2026-174-04	**Moved by: Kim Chamberlain** **Seconded by: Robert DeGrâce**
WHEREAS the Board received a Code of Conduct complaint; **BE IT RESOLVED THAT** the members of the Board vote in favour of retaining the services of Solicitor Sasha Morrisset of the Moncton law firm Stewart McKelvey as legal counsel in this matter, with a mandate to provide legal advice to the Board of Directors, as stipulated in subsection 3.11.5.2.	
Pour : 8 Contre : 0	**RESOLUTION CARRIED**

10. PLANNING SERVICES

ITEM #10.1 ADDED AS INDICATED UNDER ITEM #3.

10.1 Resolution – Amendments to the Procedural By-laws and Operating Procedures of the Regional Planning Advisory Committee (RPAC)

Resolution: 2026-174-05	**Moved by: Donald Duclos** **Seconded by: Kim Chamberlain**
WHEREAS applicants must submit any application no later than the 1st day of the month preceding the meeting; **WHEREAS** a notice of neighbourhood consultation, indicating the date, time, location of the meeting, and the nature of the application, must be sent by mail at least ten (10) calendar days before the meeting is held; **WHEREAS** a site visit of the property concerned, together with the preparation of a report, is required before the application is presented to the committee; **WHEREAS** holding meetings on the second Tuesday of each month does not always allow sufficient time to comply with the deadlines and procedures prescribed by the administrative by laws; **BE IT RESOLVED THAT** the Board of Directors of the Chaleur Regional Service Commission, pursuant to the powers conferred upon it by the Regional Service Delivery Act, adopts the following: The first paragraph of the following article of the Procedural by-law and operating procedures of the Regional Planning Advisory Committee (RPAC) is amended as follows: 9.3 **Regular and Additional Meetings** 9.3.1 **Holding meetings** The RPAC shall hold its regular monthly meetings on the third Tuesday of each month.	

If that day is a statutory holiday, the meeting shall be postponed to the following Tuesday.

For: 8 Against: 0	**RESOLUTION CARRIED**

11. SOLID WASTE MANAGEMENT

11.1 Resolution – Appointment of the Chair of the Red Pine Environmental and Technical Monitoring Committee

Resolution : 2026-174-06	**Moved by: Laura McNulty** **Seconded by: Rachel Boudreau**
THAT the Chaleur RSC Board of Directors appoint Mr. Donald Duclos as Chair of the Red Pine Environmental and Technical Monitoring Committee.	
Pour : 8 Contre : 0	**RESOLUTION CARRIED**

11.2 Resolution – Biogas Feasibility Study

Resolution : 2026-174-07	**Moved by: Mario Lapointe** **Seconded by: Robert DeGrâce**
Whereas the Chaleur RSC Board of Directors was presented with the 2026 Operating Budget, which included a feasibility study on Biogas; **Whereas** the sum is within the amount budgeted for 2026; **Whereas** 50% of the project will be funded by the Regional Services Support Fund; **THAT** the Chaleur Regional Service Commission retain the services of GHD Consultants for the amount of **$77,522 plus applicable taxes**, to complete a Feasibility Study to develop and execute an implementation plan for a Biogas-to Energy recovery option for the Solid Waste Management Department.	
Pour : 8 Contre : 0	**RESOLUTION CARRIED**

12. COMMUNITY DEVELOPMENT

12.1 New Director

The Chair introduces the new Director of Community Development, Ms. Natalie Wright.

She says she has strong knowledge of policy development and experience working with youth in crisis.

12.2 Reports

Mrs. McNulty says she appreciates being able to read the reports in advance.

Mrs. Boudreau asks whether Board members could receive an updated employee organizational chart.

The Chief Executive Officer replies that an update is planned for the orientation session (September 18, 2026).

13. ECONOMIC AND TOURISM DEVELOPMENT

13.1 Reports

No questions.

14. FINANCE

The Chief Executive Officer, Jocelyne Hachey, reiterates the standard procedures concerning credit card limits and the responsibilities of users who hold a Chaleur RSC credit card.

14.1. Resolution – Credit card authorization

Résolution : 2026-174-08	**Moved by: Laura McNulty** **Seconded by: Donald Duclos**
WHEREAS the Director of Community Development of the Chaleur Regional Service Commission (CRSC) is responsible for managing and overseeing expenditures, programs, and activities within the department and ensuring that these expenditures are incurred in accordance with the approved budget and applicable CRSC policies; **BE IT RESOLVED THAT** a Visa card with a **$5,000 limit** be issued to the Director of Community Development. **BE IT FURTHER RESOLVED THAT** the Chief Executive Officer or the CRSC Director of Finance be authorized to take the necessary steps with the financial institution to implement this change.	
Pour : 8 Contre : 0	**RESOLUTION CARRIED**

14.2. 2027 Budget Calendar

No questions.

15. NEW BUSINESS

15.1 Orientation session

The Chief Executive Officer suggests that the new date be Friday, September 18, 2026.
The date is confirmed.

15.2 Visits

The Chief Executive Officer advises Board members that visits are planned to the Harbour of Hope and the Landfill sites on Friday, August 28, at the following times:

- Harbour of Hope at 9 a.m.
- Landfill at 10:00 a.m.
  In addition, carpooling will be available as a transportation option.

15.3 Airport

15.3.1 Closed Session

15.3.1.a) Resolution – Closed Session

Resolution : 2026-174-09	**Moved by: Kim Chamberlain** **Seconded by: Rachel Boudreau**
THAT this item be discussed in a close session following Article 68 (1) g) of the "Local Governance Act".	
For: 8 Against: 0	**RESOLUTION CARRIED**

A Closed Session is held where Board Members are provided with further context for item 15.3.

15.3.1.b) Resolution – Lifting of the Closed Session

Resolution : 2026-174-10	**Moved by: Kim Chamberlain** **Seconded by: Rachel Boudreau**
THAT the Closed Session be lifted.	
For: 8 Against: 0	**RESOLUTION CARRIED**

ITEM #15.3.2 ADDED FOLLOWING THE CLOSED SESSION.

15.3.2 Resolution – Aviado Partners

Resolution: 2026- 174-11	**Moved by: Kim Chamberlain** **Seconded by: Donald Duclos**
BE IT RESOLVED THAT the Board of Directors approve the disbursement of the remaining balance of $175,000, plus applicable taxes, in connection with the service agreement entered into with Aviado Partners; **THAT** the funds required for this payment be drawn from the Economic Development Service's deferred funds, as well as 50% from the Regional Services Support Fund applicable to economic development, as already budgeted for 2026.	
For: 8 Against: 0	**RESOLUTION CARRIED**

16. ADJOURNMENT

The meeting is adjourned at 7:42 p.m.

Minutes noted and prepared by:
Jocelyne Hachey
CEO and Board Secretary