

Meeting of the Board of directors

Regional Service Commission #6

January 17th, 2013

6:30pm

Richibucto Town Hall

Members of the Board of directors

- **Marc Henrie, Chairman of the RSC#6 and LSD of Saint-Paul**
- **David Hanson, Vice chairman of the RSC#6 and Mayor of the Village of Rexton**
- **Roger Richard (LSD of Acadieville)**
- **Docile Cormier (LSD of Carleton)**
- **Bonar Morton (Substitute for LSD of Weldford)**
- **Tina Beers (LSD of Harcourt)**
- **Allan Marsh (LSD of Saint-Charles)**
- **Henri E. Saulnier (LSD of Sainte-Anne-de-Kent)**
- **Roger Després (LSD of Cocagne)**
- **Élie Thébeau (LSD of Saint-Ignace)**
- **Herman Maillet (substitute for LSD of Sainte-Marie)**
- **Aldéo Saulnier, Mayor of the Town of Bouctouche**
- **Roger Doiron, Mayor of the Town of Richibucto**
- **Roseline Maillet, Mayor of the Village of Saint-Antoine**
- **Pierrette Robichaud, Mayor of the Village of Rogersville**
- **Danielle Dugas, Mayor of the Village of Saint-Louis**

Other attendees

- **Paul Lang, Executive Director of the RSC#6**
- **Gérard Belliveau, Transition leader**
- **Jean Goguen, Director of the Planning Commission**
- **Éric Demers, Director of the Solid Waste Commission**
- **Daniel Goguen, Transition Committee member and Manager, Local Services, Richibucto office**
- **André Cormier, Transition Committee member and Town Manager – Town of Bouctouche**
- **Bernadine Maillet LeBlanc, Executive Director of the Village of Saint-Antoine**
- **Marie Paul Robichaud, Executive director of the Village of Saint-Louis**
- **Neil Gardner, citizen of the LSD of Sainte-Marie**
- **Damien Dauphin, Acadie nouvelle (Kent)**

Absent

- **Germaine Montague (LSD of Dundas)**
- **Éric Arsenault (LSD of Grande-Digue)**

1. CALL TO ORDER

M. Marc Henri, Chairman of the RSC#6, called the meeting to order at 6:30pm. He welcomes the assembly.

2. ADOPTION OF THE AGENDA with modification if necessary

2013-01

It was moved by Roger Richard, seconded by Henri E. Saulnier that the agenda be accepted as presented.

3. ADOPTION OF THE MINUTES - MEETING DECEMBER 15th, 2012

2013-02

It was moved by Roseline Maillet, seconded by Danielle Dugas that the December 15th, 2012 meeting be accepted with modifications.

4. BUSINESS ARISING FROM THE MINUTES

a. Conflict of interest

Mr. Roger Doiron mentions that there is no information on the agenda concerning conflict of interest. Mr. Gérard Belliveau indicates that the information is in the RSC#6 Procedural By-Law included in your documents. Mr. Roger Doiron would like Conflict of Interest declaration added to the agenda following the adoption of Agenda.

b. Nomination of the Secretary and Assistant secretary of the Commission

WHEREAS the interim board of directors of the RSC #6 had named Éric Demers as secretary of the organization.

WHEREAS the RSC#6 was officially created as of January 1st, 2013.

WHEREAS the Executive Director was hired to assure the good management of the RSC #6 and of his board of directors

WHEREAS Mr. Demers' mandate ended December 31st, 2012.

2013-03

It is therefore resolved that the secretary of the Regional Service Commission #6 be Mr. Paul Lang, Executive Director of the RSC#6 and that the assistant secretary be Tanya Collette, Administrative assistant of the RSC #6 in the case that the secretary should be absent.

Moved by : Roseline Maillet

Seconded by : Aldéo Saulnier

Motion carried

c. Confirmation of the Chairman and vice Chairman

WHEREAS the RSC#6 interim administrative council elected Mr. Marc Henrie as Chairman and Mr. David Hanson as Vice Chairman of the RSC#6

WHEREAS their mandates ended on December 31st, 2012.

2013-04

It is therefore resolved that Mr. Marc Henrie be named Chairman and Mr. David Hanson be named Vice Chairman of the RSC#6.

Moved by: Roger Doiron

Seconded by: Henri E. Saulnier

Motion carried

d. Nomination for the Finance committee members

WHEREAS the interim board of directors of the RSC #6 elected Mrs. Roseline Maillet, Mayor of Saint-Antoine, to be the president of the Finance committee.

WHEREAS the remaining members of the Finance committee be chosen at the January 17th, 2012 meeting

WHEREAS the Finance committee be composed of 6 members from board of directors.

Nomination from the floor by Mr. David Hanson that Mr. Henri E. Saulnier be a member of the finance committee. Mr. Henri E. Saulnier accepts the nomination.

Nomination from the floor by Mrs. Roseline Maillet that Mr. Allan Marsh be a member of the finance committee. Mr. Allan Marsh accepts the nomination.

Nomination from the floor by Mr. Roger Doiron that Mrs. Pierrette Robichaud be a member of the finance committee. Mrs. Pierrette Robichaud accepts the nomination.

Nomination from the floor by Mr. Allan Marsh that Mr. David Hanson be a member of the finance committee. Mr. David Hanson accepts the nomination.

It is asked three times if there are other nominations.

2013-05

It is therefore resolved that the following people will be the members of the finance committee for a period of one (1) year, that their mandate be determined as presented in the RSC#6 administrative policies and that their first meeting will take place in February 2013.

Roseline Maillet, chairman of the Finance committee (Mayor of the Village of Saint-Antoine)

Henri E. Saulnier (LSD of Sainte-Anne-de-Kent)

Allan Marsh (LSD of Saint-Charles)

Pierrette Robichaud (Mayor of the Village of Rogersville)

David Hanson (Mayor of the Village of Rexton)

Moved by : Roger Richard

Seconded by : Aldéo Saulnier

Motion carried

e. Nomination for the audit committee

WHEREAS THAT during the last meeting held on December 15th, 2012 the board of directors of the RSC#6 recognized the importance of having an audit committee.

WHEREAS during the current meeting, a resolution was adopted to create a audit committee

Nomination from the floor by Mr. Aldéo Saulnier that Mr. Roger Després be a member of the audit committee. Mr. Roger Després accepts the nomination.

Nomination from the floor by Mrs. Roseline Maillet that Mr. Roger Doiron be a member of the audit committee. Mr. Roger Doiron accepts the nomination.

Nomination from the floor by Mr. David Hanson that Mrs. Danielle Dugas be a member of the finance committee. Mrs. Danielle Dugas accepts the nomination.

Nomination from the floor by Mrs. Tina Beers that Mr. Herman Maillet be a member of the finance committee. Mr. Herman Maillet accepts the nomination.

Nomination from the floor by Mr. Roger Doiron that Mrs. Docile Cormier be a member of the finance committee. Mrs. Docile Cormier accepts the nomination.

It is asked three times if there are other nominations.

2013-06

It is therefore resolved that the following people are named on the audit committee, that their mandate be determined as presented in the RSC#6 administrative policies.

Roger Després (LSD)

Roger Doiron (Mayor of the Town of Richibucto)

Danielle Dugas (Mayor of the Village of Saint-Louis)

Herman Maillet (LSD substitute)

Docile Cormier (LSD)

Moved by : Roseline Maillet

Seconded by : Aldéo Saulnier

Motion carried

f. Nomination for the Solid Waste Technical committee members

WHEREAS the board of directors of the RSC#6 recognized the importance of having a committee devoted to the good management of the Solid Waste department.

WHEREAS during the December 15th meeting, it was asked to propose the nominations for the Solid Waste Technical committee.

WHEREAS the board of directors of the RSC#6 decided that the Solid Waste Technical committee will be composed of (6) members

2013-07

After discussion, it was:

Resolved that the item 4 f. Nomination for the Solid Waste Technical committee members, be brought at the next meeting of the board of directors of the RSC#6.

Moved by : Pierrette Robichaud

Seconded by : Herman Maillet

Motion carried

g. Nomination for the Planning Advisory committee members

WHEREAS the board of the RSC#6 recognized the importance of having a committee devoted to the good management of the Planning department.

WHEREAS during the December 15th meeting, it was asked to propose nominations for the Planning Advisory committee

WHEREAS the board of the RSC#6 decided on (6) members to form the Planning Advisory committee

Nomination from the floor by Mrs. Danielle Dugas that Mr. Berthier Côté be a member of the planning committee. Mrs. Danielle Dugas mentions that Mr. Berthier Côté accepts the nomination.

Nomination from the floor by Mr. Roger Richard that Mr. Neil Gardner be a member of the planning committee. Mr. Neil Gardner accepts the nomination.

After discussion:

Mr. Roger Richard pulls out his nomination for Mr. Neil Gardner as a request from Mr. Neil Gardner.

It is asked three times if there are other nominations.

WHEREAS the board of the RSC#6 decided on (6) members to form the Planning Advisory committee

WHEREAS not more than 25% of its members be represented from municipal councils

2013-08

It is resolved that they vote for the two nominations, being Ronald Cormier (councillor of the Village of Saint-Antoine) and Pauline Hébert (councilor of the Town of Bouctouche) to be on the planning committee.

Moved by: Roseline Maillet

Seconded by: Élie Thébeau

Motion carried

Vote: 8 Pauline Hébert

6 Ronald Cormier

1 member of the assembly did not vote

2013-09

It is therefore resolved that the following people be named on the Planning advisory committee, that three members has a mandate of four years, that the three other members have a mandate of two years, that a description of their role for this committee is defined at the time of their first meeting that will be held in February, and ratified at the next RSC#6 meeting in February 2013.

Norman Bourque (Rogersville)
Pauline Hébert (Bouctouche)
Rhéal LeBlanc (Sainte-Marie)
Richard Thébeau (Saint-Ignace)
Rodney Girvan (Rexton)
Berthier Côté (Saint-Louis)

Moved by : Roger Richard
Seconded by : Aldéo Saulnier

Motion carried

h. Finance Changes (person in charge and signatory)

WHEREAS during the last meeting of December 15th, the signatories of the bank accounts for the RSC#6 were chosen and accepted

WHEREAS Mr. André Cormier was named responsible for finances

WHEREAS since January 1st, 2013, Mr. Paul Lang has become Executive Director of the RSC#6

WHEREAS Mr. Cormier's role as person in charge of finances for the RSC#6 is no longer necessary since January 1st, 2013.

2013-10

It is therefore resolved that Mr. André Cormier is no longer a signatory on the bank accounts for the RSC#6 and person in charge of the finances, that Mr. Paul Lang is named as one of the three signatories of the bank accounts and person in charge of the finances for RSC#6.

Moved by : Roseline Maillet
Seconded by : Docile Cormier

Motion carried

2013-11

It is also resolved that Mr. André Cormier will be responsible for the city of Bouctouche (contractual for the RSC#6 accounting, such as presented at point 6,0 of the minutes of the last meeting which was held on December 15th, 2012), for all questions relating to the accounting system of the RSC #6, this for the determined period in the proposed understanding with the board of directors and be authorized, in an exceptional case, to directly present the any concerns relating to finances of the RSC#6.

Moved by : Roseline Maillet

Seconded by : Docile Cormier

Motion carried

i. Non-voting member for the First Nations

Mr. Paul Lang mentions that there is (3) First Nations Aboriginal communities in the Kent area and the procedure should start to have a member (non-voting) to represent the First Nations.

j. Name of the Regional Service Commission #6.

WHEREAS the existing name of the Regional Service Commission #6 was create by the New Brunswick Government

WHEREAS that the existing name being RSC#6 does not reflect the territorial identity that it covers

WHEREAS the dissolved Kent District Planning Commission and the Kent Solid Waste Commission used the County name to define its identity.

WHEREAS the area of RSC#6 covers all the Kent territory and part of the Northumberland County.

2013-12

It is therefore resolved that the new Regional Service Commission # 6, henceforth named **Kent Regional Service Commission**, that this change be reflected in the administrative regulation of the RSC and that the different governmental, institutional and financial institutions be notified of this change.

Moved by : David Hanson

Seconded by : Aldéo Saulnier

Motion carried

5. ORDER THE COMMISSION SEAL

WHEREAS the Kent RSC is of legal entity

WHEREAS the Kent RSC will have to sign legal documents of various ends

2013-13

It is therefore resolved that the Kent RSC board, allows the general director to start the procedure with a local lawyer to order an official seal.

Moved by : Roger Doiron

Seconded by : Roseline Maillet

Motion carried

6. BANK ACCOUNT (CHOICE OF THE INSTITUTION)

WHEREAS the interim board of directors of the RSC #6 authorized the Town of Bouctouche to open a bank account for its administration.

WHEREAS the Town of Bouctouche uses RBC as their financial institution for their transactions.

WHEREAS the dissolved Kent Solid Waste Commission and the Kent District Planning Commission used the Caisse Populaire Sud-Est for their transactions.

WHEREAS these (2) dissolved Commissions still have funds in their account at the Caisse Populaires Sud-Est until April 30th, 2013.

WHEREAS the Executive director of the Kent regional services Commission presented a chart (schedule) in order to show the advantages and the inconveniences to have the RSC bank account in one or the other presented financial institutions.

2013-13

It is therefore resolved that the Kent RSC decides on **Caisse Populaire Sud Est Ltée** as their financial institution, that the Executive director notifies the institution of the proposed changes made by the Board and that he also notifies the Department of Local Government of the brought changes to his bank institution (if necessary).

Moved by : Roger Doiron

Seconded by : Roseline Maillet

Motion carried

2013-15

It is therefore also resolved that the Executive Director starts the necessary process to get a credit card, credit margin and saving accounts for the Kent RSC, which will be necessary for the management of the RSC's general administration.

Moved by : Roseline Maillet

Seconded by : Pierrette Robichaud

Motion carried

7. GROUP INSURANCE PROPOSED BY THE « AFMNB » (LIABILITY INSURANCE GROUP)

WHEREAS certain members of the KRSC authorized the "AFMNB" in order to explore ways that would allow the RSC to obtain competitive rates and to reinforce their negotiation position with the underwriters;

WHEREAS the fact that a consultant firm, to be determined by the "AFMNB", will act as counselors in set up of such a grouping;

WHEREAS the "AFMNB" by the bias of the consultant firm and after analysis, recommends as a solution to set up the group insurance;

WHEREAS it is required to authorize a consulting firm, which will be determined by the "AFMNB", to carry out the work relating the tenders concerning the acquisition of a new account for liability insurance for the participating members of the RSC.

2013-15

It is therefore resolved to authorize the consulting firm, which will be determined by the "AFMNB", to carry out the work relating to the process of tenders concerning the acquisition of a new account for liability insurance.

To pay the sum asked for by the consulting firm, that is retained by the "AFMNB", for the realization of the work listed above, and this, conditional to the RSC acceptance of the cost of tender for the service that will be submitted.

To authorize the Executive Director or the Transition leader, which was named for the transitional period, to accept, for and in the name of RSC, the tender for the consulting firm which is retained by the « AFMNB » and to sign the inter-regional agreement relating to the liability insurance.

Moved by : Pierrette Robichaud

Seconded by: Allan Marsh

Motion carried

2013-17

It is resolved that the item 8 on the agenda “ Wage adjustments and raises for the existing employees” be moved at the end of the meeting.

Moved by: Roger Richard

Seconded by: Roseline Maillet

Motion carried

8. MEETING LOCATIONS FOR THE BOARD OF DIRECTORS OF THE RSC

WHEREAS the Kent RSC covers a territory that is geographically, socially and economical diversified.

WHEREAS each of the RSC communities offers different landscapes and bring different perspectives of development from one community to the other

WHEREAS it is not every day that the people of Kent County have to travel and get to know the territory to which each other lives.

WHEREAS a learning opportunity is offered to the members of the RSC by having the meeting in various communities.

2013-18

It is therefore resolved that the calendar and the meeting locations presented in the schedule be accepted in order to give the opportunity to each of the RSC board of directors members to familiarize themselves with the territory that they must manage and assure its development.

Moved by : Élie Thébeau

Seconded by : Docile Cormier

Motion carried

9. COMMISSION LOGO (DESIGN)

WHEREAS both Commissions dissolved had each their own logo

WHEREAS the new Commission (Kent RSC) has no graphic design (logo) to identify the new Commission on their letterheads, envelopes, business cards etc.

WHEREAS the Kent RSC logo should reflect the territory and the different services offered by the RSC.

2013-19

It is therefore resolved that the board of directors accepts paying out a sum of \$1000 for the creation of the new logo for the Kent RSC and that a committee ad hoc is created to represent the interests of the board of directors in order to have a representative logo of the region.

Moved by : Danielle Dugas

Seconded by : Aldéo Saulnier

Motion carried

10. MEETING WITH EVERY BOARD MEMBERS AND THEIR RESPECTIVE COMMUNITIES

Mr. Paul Lang wishes to meet with every member of the board of directors and their respective communities. He would like each member to send him their available dates/time for a meeting.

11. NEW BUSINESS

a. Reserve funds becoming close to maturity date

Mr. Éric Demers mentions that there are two (2) reserved funds which are due on January 19th, 2013. An operational fund at the amount of \$1 796.36 and a capital fund in the amount of \$36 796.36.

2013-20

After discussion,

It was resolved that the funds be put into a open savings account for (1) year, until the RSC#6 has an open account.

Moved by: Aldéo Saulnier

Seconded by: Herman Maillet

Motion carried

b. Planners conference

Mr. Paul Lang mentions that this year's conference will be held in Chicago, USA. It is important for a Planner to assist these conferences for their certifications. The amount for the (2) Planners for a 6-7 day stay is \$5 500.

2013-21

It is therefore resolved that we grant the said amount for the (2) Planners to be able to assist the conference held in Chicago, USA in 2013.

Moved by: Roger Richard

Seconded by: Allan Marsh

Motion carried

2013-22

It is resolved that the RSC#6 board goes to closed door to discuss the Wage adjustment and raises for the existing employees of the dissolved commission.

Moved by: Allan Marsh

Seconded by: Roseline Maillet

Motion carried

During the closed door meeting the salary adjustments for (2) employees and raises for the other employees was discussed.

2013-23

It was resolved that the RSC#6 returns to the regular meeting.

Moved by: Roseline Maillet

Seconded by: Docile Cormier

Motion carried

12. WAGE ADJUSTMENT AND RAISES FOR THE EXISTING EMPLOYEES OF THE DISSOLVED COMMISSIONS

WHEREAS the dissolved Kent District Planning Commission and the Kent Solid Waste Commission had adopted wage increases for their employees for 2013.

WHEREAS the (2) dissolved Commissions did not vote the same percentage of wage increases for their employees (2% for the KDPC and 1.85% for the KSWC)

WHEREAS certain employees will be affected by the restructuring caused by the new structure of the RSC.

WHEREAS Tanya Collette will become the administrative assistant of the Kent RSC and will have additional responsibilities as taking minutes for the RSC meeting, account receivables and other responsibilities as judged by the Executive director.

WHEREAS Éric Demers, Director of the Kent Solid Waste department, has been Director for 6 years.

WHEREAS comparatively to the other directors of the Solid Waste Departments, his salary is inferior to the average, and considering that he is the sole employee in his department and has all responsibilities linked to this service.

WHEREAS the director of the Kent Solid Waste department submitted a schedule of comparison showing the wages of the other directors in the province.

2013-24

It was resolved that all employees of the RSC6, excluding the executive director, administrative assistant and Solid Waste Director, will received a wage increase of 2% for the year 2013, this increase being retroactive as of January 1st, 2013. It is therefore resolved that Mrs. Tanya Collette is paid the annual salary of \$35 000 and Mr. Éric Demers is paid the annual salary of \$49 000 this being retroactive as of January 1st, 2013.

Moved by : Roger Doiron

Seconded by : Danielle Dugas

Motion carried

2013-25

It was moved by Roger Doiron and seconded by Roger Richard that the next meeting to be held at the Community Center of Acadieville on February 21st, 2013 be at 7 :00pm instead of 6 :30 pm.

Motion carried

13. CLOSURE OF MEETING

It is moved by Roseline Maillet that the closure of the meeting be at 8:43pm.