

**Meeting of the Board of directors**

**Regional Service Commission #6**

**March 21st, 2013**

**6:30PM**

**Aldouane Community Center**

## **1. CALL TO ORDER**

The Chairman, Mr. Marc Henrie, calls the meeting to order at 6 :35pm and welcomes the assembly and invitees.

## **2. ATTENDEES**

### **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**
- **Docile Cormier (LSD of Carleton)**
- **Henri E. Saulnier (LSD of Sainte-Anne-de-Kent)**
- **Élie Thébeau (LSD of Saint-Ignace)**
- **Aldéo Saulnier, Mayor of the Town of Bouctouche**
- **Roseline Maillet, Mayor of the Village of Saint-Antoine**
- **Danielle Dugas, Mayor of the Village of Saint-Louis**
- **Germaine Montague (LSD of Dundas)**
- **Tina Beers (LSD of Harcourt)**
- **Allan Marsh (LSD of Saint-Charles)**
- **Roger Després (LSD of Cocagne)**
- **Herman Maillet (Substitut LSD of Sainte-Marie)**
- **Dwayne Thompson, Councillor of the Town of Richibucto, replacement for the Mayor of the Town of Richibucto)**
- **Jocelyne Bourque, Assistant Mayor of the Village of Rogersville)**

### **Other attendees**

- **Paul Lang, Executive Director of the RSC#6**
- **André Cormier, Executive Director – Town of Bouctouche**
- **Rachelle Richard-Collette,**
- **Donald Hammond,**
- **Guy Léger,**
- **René Côté,**
- **Maurice Vautour**
- **Damien Dauphin, Acadie Nouvelle**
- **Yolande Chiasson, Translator**
- **Tanya Collette, Administrative assistant of the RSC#6**

### **Absent**

- **Roger Richard (LSD of Acadieville)**
- **Éric Arsenault (LSD of Grande-Digue)**
- **Roger Doiron, Mayor of the Town of Richibucto**
- **Pierrette Robichaud, Mayor of the Village of Rogersville**
- **Bonar Morton (Substitut LSD of Weldford)**

### **3. CONFLICT OF INTEREST DECLARATIONS**

NO DECLARATION OF CONFLICT OF INTEREST

### **4. ADOPTION OF THE AGENDA**

2013-48

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

Motion carried

### **5. ADOPTION OF THE MINUTES - MEETING FEBRUARY 21st, 2013**

2013-49

It was moved by Roseline Maillet, seconded by Docile Cormier that the minutes of the February 21<sup>st</sup>, 2013 meeting be accepted as presented.

Motion carried

### **6. BUSINESS ARISING FROM THE MINUTES**

#### **a. D &O and Liability Insurance**

Mr. Paul Lang confirms that the RSC6 is fully covered.

#### **b. First nation seat**

WHEREAS the Chairperson of the Regional Service Commission #6 hadn't had any success reaching out to the band chiefs of the first nations within the Kent region

WHEREAS a committee was put in place to revise the procedural by-laws of the Commission.

WHEREAS it is necessary to indicate in the administrative bylaws if a member without the right to vote can sit on the board.

WHEREAS the bylaw revision committee will bring forward their recommendations at the June meeting.

## 2013-50

It is therefore resolved that the RSC 6 gives the first nation communities until June 1<sup>st</sup> 2013 to demonstrate any interest in having a non-voting seat at the board. If no interest is demonstrated by June 1<sup>st</sup> the RSC #6 will not have a member of the first nation community on the board. If, in the future there is an interest from the first nation community to have a non-voting seat on the board, then an amendment to the procedural bylaws will have to be completed.

Moved by: Danielle Dugas

Seconded by: Docile Cormier

## Motion carried

### **7. PRESENTATIONS**

#### **a. Department of Economic Development of the province of New Brunswick**

Mr. Marc Henrie presents and welcomes Mr. Donald Hammond, assistant deputy Minister of the Regional Development Corporation.

Mr. Hammond gives us a brief summary of the Regional Development Corporation. By April 1<sup>st</sup>, 2013 the Department of Economic Development will have (5) offices in the following districts: Northwest Region (Edmunston); Northeast Region (Bathurst); Central Region (Fredericton); Southeast Region (Moncton); Southwest (Saint John). For more information, please visit the following website:

[http://www2.gnb.ca/content/gnb/en/departments/economic\\_development.html](http://www2.gnb.ca/content/gnb/en/departments/economic_development.html)

#### **b. CBDC Kent**

Mr. Marc Henrie presents and welcomes Mr. René Côté, Executive director of the CBDC, Bouctouche Region.

Mr. Côté mentions that the CBDC was known under ADEL Kent LEDA. The CBDC (Community Business Development Corporations) is a network of autonomous, not-for-profit organizations, dedicated to assisting in the creation, expansion, and/or modernization of existing small businesses by providing financial and technical services to entrepreneurs. There are (5) types of loans:

- Young loan program
- Innovation loan
- General Business loan
- Social Enterprise loan
- First-Time Entrepreneur loan

There's also a Self-Employment Benefit Program.

## **8. COMMITTEE REPORT**

### **a) Finance**

#### 2013-51

It is moved by Roseline Maillet, seconded by Germaine Montague that the Finance committee Chairman read the minutes of their last meeting held on March 13th 2013.

Motion carried

#### 2013-52

It is moved by Roseline Maillet, seconded by Danielle Dugas that the Finance committee minutes of March 13th, 2013, be accepted as presented.

Motion carried

#### 2013-53

It is moved by, Roseline Maillet, seconded by Aldéo Saulnier, that the interim financial report be adopted as presented.

Motion carried

### **b) Administrative by-laws**

COMMITTEE UPDATES

## **9. REPORT ON COLLABORATIVE SERVICES ACTIVITY**

### **a. Planning**

WHEREAS the planning department had a procedural bylaw that was adopted in 2012.

WHEREAS the planning department noticed items that had to be changed in order to offer a better service to the clients and partners.

WHEREAS the planning committee met in February to revise the planning procedural bylaw.

2013-54

It is therefore resolved that the RSC #6 adopts the amendments to the Planning and revision advisory committee bylaw and that the adoption date of these bylaws be March 21<sup>st</sup> 2013.

Moved by: Danielle Dugas

Seconded by: Docile Cormier

Motion carried

**b. Solid Waste**

The Committee is meeting next week

**c. Regional collaboration**

The Executive director will do present his report in New Business.

**10. TENDERS**

NO TENDERS TO PRESENT

**11. ANNUAL AND DEPARTMENTAL REPORTS**

NO REPORTS TO PRESENT

**12. OTHER QUESTIONS – INFORMATION REQUEST FROM THE BOARD**

Question: Is it possible to have translation services for the next meetings with the Minister?

**13. RESOLUTIONS**

WHEREAS the Regional Service Commission #6 has 2 building inspectors

WHEREAS the two building inspectors inspect buildings throughout the region #6.

WHEREAS the municipalities have to adopt a motion in order to receive the services from the building inspectors.

#### 2013-55

It is therefore resolved that the employees Vincent Daigle and Jules Léger of the Regional Service Commission #6 be named as building inspectors for the RSC #6 according to the article 7(4)a) (iii) of the Community Planning Act for their building inspection services in the non-incorporated territory of the region.

Moved by: Roger Després  
Seconded by: Roseline Maillet

Motion carried

#### **Media relations policy**

WHEREAS the RSC #6 is regularly in the media.

WHEREAS since a few months the official spokesperson for the RSC #6 is the Chairperson of the board.

WHEREAS some employees of the Commission have been asked to do interviews with the media for certain projects.

#### 2013-56

It is therefore resolved that the Board of the RSC #6 adopt the policy on media relations and it comes in effect April 1<sup>st</sup> 2013

Moved by: Aldéo Saulnier  
Seconded by: Danielle Dugas

Motion carried

#### **Salaries of the Chair and Vice-Chair**

WHEREAS the RSC 6 Chairperson and the Vice Chairperson attend many meetings

WHEREAS the Chairperson and Vice Chairperson are asked to travel to RSC offices to sign checks and documents for the RSC 6

WHEREAS it is not financially viable for the RSC 6 to reimburse per diems for the Chair and Vice Chair every time they attend a meeting (other than the board meetings) or even a visit at the office to sign checks or other documents.

2013-57

It is therefore resolved that the RSC 6 pays the Chairperson an annual honorary of 5,000\$ and of 3,000\$ for the Vice Chairperson starting July 1st 2013, and that this policy is revised annually.

Moved by: Roseline Maillet

Seconded by: Docile Cormier

Motion carried

**Salary Scale Policy**

WHEREAS there were no policies regarding salaries in the two previous commissions (planning and solid waste).

WHEREAS it is necessary to have a salary scale for employees in order not to create any expectations regarding salaries.

WHEREAS a research within other commissions of similar size was completed in order to determine what other regions are paying their employees.

2013-58

It is therefore resolved that RSC 6 adopts the policy 13-02 Pay Scale with the removal of article 3.9, 3.10 and modifications to the pay chart and that the policy be effective on June 1<sup>st</sup> 2013.

Moved by: Roseline Maillet

Seconded by: Allan Marsh

Motion carried

2013-59

It is resolved that articles 3.9, 3.10 and the pay chart be sent to the Finance committee for rediscussion.

Moved by: Danielle Dugas

Seconded by: Allan Marsh

No=1 Docile Cormier

Motion carried



## **HIRING OF A SECRETARY IN RICHIBUCTO**

WHEREAS the RSC office in Richibucto has no secretary.

WHEREAS the RSC office in Richibucto is extremely occupied during the spring, summer and fall.

WHEREAS during the summer vacation, many staff members are on vacation.

WHEREAS the RSC office in Richibucto always had a receptionist.

### 2013-60

It is therefore resolved that the finance committee recommends to the RSC 6 to have a new seasonal position as receptionist at the RSC office in Richibucto with an hourly wage of 16\$ an hour, for the period starting May 1<sup>st</sup> and ending October 31<sup>st</sup>.

Moved by: Roseline Maillet

Seconded by: David Hanson

Motion carried

## **Special Meeting Fees (Planning)**

WHEREAS the new bylaws for the Planning and revision advisory committee

WHEREAS the new bylaws are giving challenges to the staff of the planning department

WHEREAS in case of an urgent meeting, the planning committee may have unplanned meetings at the RSC 6 cost.

WHEREAS in many regions it is recommended that a special meeting fee is charged to a client asking for a meeting.

### 2013-61

It is therefore resolved that the finance committee recommends to the RSC 6 to strongly encourage the Planning and revision advisory committee to develop a fee structure for special meetings and once it is proposed that a letter be sent to the partners of the RSC 6 for their approval.

Moved by: Danielle Dugas

Seconded by: Henri E. Saulnier

Motion carried

## **Letter Request from the Village of Saint-Antoine**

WHEREAS the Village of Saint-Antoine is currently working on a multipurpose center project.

WHEREAS the Village is looking for funding for the construction of this building.

WHEREAS the Village needs support from various partners in order to submit a complete request for funding to the various level of government.

### 2013-62

It is therefore resolved that the RSC #6 gives their moral supports to the Village of Saint-Antoine in their process to build a multipurpose center and that a letter be sent to the municipal council showing this support from the board.

Moved by: Roseline Maillet

Seconded by: Élie Thébeau

Motion carried

## **14. PRESENTATION OF BY-LAWS**

NO PRESENTATION

## **15. STUDY OF BY-LAWS**

NOT APPLICABLE

## **16. NEW BUSINESS**

### **a) Chairman's report**

Mr. Marc Henrie mentions that he met with Mr. René Côté and the Chamber of Commerce since the last meeting of the board of directors of the RSC6.

### **b) Executive Director Report**

Mr. Paul Lang mentions that last month was busy with numerous meetings :

February 25-Participation at the recasting of the electoral map meeting, in Bouctouche

February 25-Participation at the petition meeting for the Rural Community study, in Notre-Dame

February 26-RSC Finance meeting, in Fredericton

February 26-Saint-Antoine Municipal Council meeting

February 27-Meeting with the (2) directors, chairman and vice-chairman of the RSC6 to discuss about media relations

March 1- Meeting with the Cultural Coast Initiative, in Shédiac  
March 6- Administrative by-law revision meeting, in Richibucto  
March 6- Bouctouche Development committee meeting  
March 7-Meeting with the Pays de la Sagouine marketing director  
March 7-Meeting with Mrs Roseline Maillet, for revision of the Finance committee agenda  
March 8-Meeting with the RSC7 Department of Solid waste  
March 11- Meeting with Minister Fitch and his employees  
March 12- “APDEQ” training, in Brossard, Qc  
March 13-Finance committee meeting  
March 18- Planning committee meeting  
March 19,20 – RSC meeting in Fredericton  
March 21 – Meeting for the translation equipments

- c) Correspondance**
- Letter for « Jeux de l’Acadie 2013 »
  - Letter from RCMP
  - Letter from Ronald Robichaud Surveyor

All (3) letters were read by the Chairman, M. Marc Henrie.

**d) Purchase of composters**

WHEREAS the inventory for the composters are low.

WHEREAS the sale of composters are a service given to the people.

2013-63

It is resolved that M. Éric Demers, Director for Solid Waste, purchases (50) composters in the amount of 2182.00\$.

Moved by : Roseline Maillet

Seconded by : Aldéo Saulnier

Motion carried

**e) Municipal and Community Planning Act revision**

It is asked by M. Paul Lang, if the board of directors of the RSC6 would be interested in preparing a discussion paper for the Municipal and Community Planning Act revision. If interested a ad hoc committee should be formed. The following are interested on being on the committee :

Élie Thébeau (LSD of Saint-Ignace)

Allan Marsh (LSD of Saint-Charles)

Tina Beers (LSD of Harcourt)

Marc Henrie (Chairman of the RSC6 and LSD of Saint-Paul)

David Hanson (Vice-Chairman of the RSC6 and Mayor of the Village of Rexton)

2013-64

It is resolved that the above mentioned members along with the executive director be on the Revision of the Municipal and Community Planning Act committee.

Motion carried

**17. CLOSURE OF MEETING**

2013-65

It is moved by David Hanson that the closure of the meeting be at 9:35pm.