



WVRSC Oversight Committee

Meeting of June 29, 2015 6.30 p.m. – 650 Main Street, Woodstock

Attendance:

Karl Curtis (Chair)
Elaine English
Jim Kennedy
Arthur Slipp
Craig Melanson
Alma Kilfoil
Jo-Anne Lockhart (Executive Director)

Regrets: None

Call to Order: Meeting called to order at 6.30 p.m. by the Chair.

Agenda: It was moved by Elaine English and seconded by Alma Kilfoil that the agenda be adopted.

Motion carried.

Approval of Minutes: None

Conflict of Interest Declaration: None

Business Arising: None

New Business:

- **Policies and Procedures**
 - Karl Curtis outlined the purpose of the meeting was to set out the steps required to update the Western Valley Regional Service Commission (WVRSC) Policy and Procedure By-law Manual which was finalized in February 2014. The committee members had received via e-mail a copy of the existing WVRSC By-laws and Procedure Manual and a copy of the Regional Service Commission (RSC) Handbook published February 2015 for review prior to the meeting. Jo-Anne Lockhart provided a template of potential policies and procedures to be considered and researched by the committee.



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- The committee agreed to review the existing WVRSC Policy and Procedure Manual for errors / discrepancies / inconsistencies. The committee agreed to review the RSC Handbook for best practices and identify them for inclusion in the WVRSC manual. The committee agreed to research the items identified on the attached worksheet and provide a proposed by-law or procedure to include in the manual.
- Arthur Slipp asked about governance training for Board members and stated there is usually a training session for city /town/ village councillors just after they are elected. Jo-Anne Lockhart stated the RSC Executive Directors are looking at governance training for RSC Board members (one or two day workshops, webinars, videos) and had a presentation from CCNB at June 18-19, 2015 Executive Directors meeting. A working committee has been struck to review the options and Jo-Anne Lockhart is part of the committee. Arthur Slipp pointed out it is very important to ensure there are no conflicts between the information provided by the RSCs and the municipalities. Karl Curtis stated it is disappointing there is often not full attendance at these training sessions.
- Craig Melanson mentioned the WVRSC did not have the opportunity to provide feedback on the RSC Handbook and suggested the title should clearly state it is a guideline, not a policy. Jim Kennedy stated the Commission has not adopted the RSC Handbook.
- With respect to the donation policy, Craig Melanson stated it was important to ensure the policy spoke to donations the WVRSC receives as well as the donations the WVRSC would give. The difference between grants, sponsorships and donations needs to be clarified. Arthur Slipp suggested the WVRSC include sponsorships as a line item in the budget (i.e., Western Valley Regional Games). Jim Kennedy informed the committee donations which have no direct benefit to the WVRSC such as an advertisement in a Police magazine are not given. It was also stated donations to particular communities are not given in order to be fair to all communities. Elaine English pointed out the Commission does donate waste promotional materials to festivals; however, Jim Kennedy stated this is viewed as education, not a donation. A question was raised about income tax receipts for donations received by the WVRSC; Arthur Slipp stated it would have to be a gift to the Province and there could be no "strings attached" to the gift.
- Alma Kilfoil raised a question about the e-mail exchange agreement with respect to blind copies. Elaine English suggested the WVRSC add a disclaimer at the bottom of all correspondence similar to the following excerpt from Southwest RSC "Any correspondence with employees,



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agents, or elected officials of the Southwest New Brunswick Service Commission (Regional Service Commission #10) may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6.”

- With respect to the absence of a mayor at a Board meeting, Arthur Slipp informed the committee only the Deputy Mayor can replace the Mayor under the current Regional Service Commission Act.
- There was discussion about the absence of Local Service District (LSD) members at Board meetings and the notification process as there are discrepancies between the RSC Handbook and the proposed WVRSC policy (i.e., shall vs may). The RSC Handbook suggested the Local Service Manager (LSM) be notified and should arrange the replacement; however, Jo-Anne Lockhart stated the WVRSC LSM viewed this approach as ineffective and recommended the LSD representative find their own replacement and then notify the WVRSC office; there was no need to notify the LSM.
- Elaine English was asked what the Province’s policy was on overtime and the response was the employee was obligated to work 36 ¼ hours per week, after which time an employee was given hour for hour lieu time as compensation for overtime (no money was paid out and lieu was not recognized upon termination). If an employee was required to attend an educational event, such as a conference, the employee received travel time and meals for the time away from the office. It was suggested the committee could check with Peter Kavanagh, LSM, to see if these were the current rules followed by the local government office.
- The issue of “Conflict of Interest” was raised and the members decided to add this item to the policy and procedure list, stating it needed to be clearly “spelled out” that the declaration must be made at the beginning of the meeting.
- The question was raised whether a number needs to be included in the by-law in addition to the statement 50% plus one must be in attendance.
- The committee asked to add “Agenda Items” to the policy and procedure list because there are circumstances where an item is added to the agenda at the meeting. Comments were made it was not considered fair to the members to ask them to vote on an item when they have no background knowledge or opportunity to review before the meeting. It was stated Woodstock and Canterbury do not allow last minute agenda items. There was also discussion about citizens’ addressing the Board and the need for rules to clarify their rights.



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- **Committee Reports to the Board**
 - The committee members agreed to the suggestion Board reports be written and submitted to the members at the same time as the agenda. The Chairs would answer questions about the reports at the Board meeting.
- **Strategic Plan Update**
 - The committee discussed the necessity to update the WVRSC Strategic Plan. Arthur Slipp mentioned the need to consider the role of the Woodstock and Tobique First Nations in the composition of the WVRSC.
- **Next Steps**
 - Committee members will research the policies /procedures assigned and prepare updated draft policies / procedures for committee review. The members will review the existing RSC Policy and Procedure Manual and the RSC Handbook and make recommendations for changes / inclusions to the RSC Manual.

- **Next Oversight Meeting – TBD**

It was moved by Craig Melanson to adjourn the meeting at 7.55 p.m.

x Karl Curtis

Karl Curtis, Chair