



**Board of Directors Meeting**

August 25, 2015

Bath, NB

**In Attendance:**

James Kennedy, Chair, LSD Debec  
Alma Kilfoil, LSD Kent  
Brent Pearson, LSD Glassville  
Craig Melanson, Mayor, Hartland  
Elaine English, Mayor, Canterbury  
Joseph Weston, LSD Lakeville  
Paul Bradley, LSD Brighton  
Terrence Ritchie, Mayor, Perth Andover  
Troy Stone, Secretary, Mayor, Bath

Alexis Fenner, Mayor, Plaster Rock  
Arthur Slipp, Mayor, Woodstock  
Brian Hayden, LSD Woodstock  
Ed Stone, LSD Upper & Lower Northampton  
Gailen Allan, LSD Aberdeen  
Karl Curtis, Mayor, Vice-Chair, Florenceville-Bristol  
Stephen Manuel, LSD Canterbury  
Tim Linton, LSD Gordon

**Regrets:**

Gary Thomas, Mayor, Centreville  
Lance Graham, Meductic

**Absent:**

Marven Demmings, Mayor, Aroostook

**Staff In Attendance:**

Jo-Anne Lockhart, Executive Director,  
Katelyn Hayden, Planning Director  
Joan Kennedy, Finance Manager  
Bev Gullison, Office Administrator

Meeting was called to order at 6:35 p.m. by James Kennedy, Board Chair, and Chair LSD Debec.

**Declaration of Conflict of Interest:**

None

**Approval of Agenda:**

A motion was made by Alexis Fenner and seconded by Paul Bradley to approve the agenda.

**MOTION CARRIED**

**Approval of Minutes:**

A motion was made by Elaine English and seconded by Craig Melanson to approve the minutes of meeting held May 26, 2015.

**MOTION CARRIED**

**Business Arising:**

None

**Presentations:**

A presentation was given by Senior Specialist, Simon Mitchell of the WWF regarding the climate vulnerability assessment project on the Saint John River. Simon Mitchell advised this was his second visit to the area and he will provide the members with a snapshot of what the project entails and stated the final report will be available soon. ([Presentation on www.rsc12.ca](http://www.rsc12.ca)).

**Committee Reports:**

**Oversight Committee Update:** Karl Curtis, Chair of the Oversight committee, advised during the meeting of June



29 the Policy and procedures manual was reviewed and updates are necessary. The Oversight committee has identified 23 topics requiring analysis, such as office closures, records retention, donations, confidentiality agreements, code of conduct, financial controls and purchasing by-laws. Specific topics have been assigned to each committee member for review, and as each topic is finalized the draft proposal will be presented to the Board for approval.

Karl Curtis discussed sending committee reports to the Board members for review prior to each Board meeting. Karl Curtis further advised the RSC Strategic Plan must also be reviewed and updated to ensure the original plan which was devised over 2 years ago remains on target. Karl Curtis stated these updates will also be presented to the Board when completed and noted a date for the next Oversight committee meeting has not been scheduled.

A motion was made by Steve Manual and seconded by Elaine English to accept the Oversight Committee report as presented.

**MOTION CARRIED**

Policing Committee Update: Elaine English, Chair of the Policing committee, informed the Board the last meeting was held on June 23, and was also attended by Superintendent John Warr, Dan Goodwin, Marie-Josée Darveau, and Acting Sargent Jonathan Holmes of the Woodstock Detachment. Elaine English advised Superintendent Warr addressed the concerns noted on the Policing survey questionnaire, which was sent to all LSDs and municipalities. Superintendent Warr advised the concerns listed, such as police visibility, communications, staffing, Grand Falls courthouse closure, and traffic issues are also the same concerns shared by the RCMP.

Elaine English advised the RCMP have established a working committee to determine if there is a viable solution for the courthouse closures and reminded the members to utilize the crime stoppers number for assistance and ensuring anonymity. Elaine English also informed the Board that staffing issues within the RCMP are a major concern. There are currently 36 officers working within the region and they are reviewing implementing a new shift rotation, which is working more efficiently within RSC 10. Elaine English also informed the Board the previous concerns they had addressed re lack of regular meetings with the RCMP in the area have been replaced by our regular monthly meetings at the RCMP detachment office.

Elaine English stated a mobile speeding sign demo was given to the committee members. Member were informed of the capability to have quarterly reports produced, which will show results of speed offenders, high speed times, etc. Jim Kennedy advised this type of sign was now in place at the bridge construction site in Woodstock and it appears to be working well. Arthur Slipp informed the Board the cost of this particular speeding sign was approximately \$5,000.

A motion was made by Elaine English and seconded by Brian Hayden to accept the Policing Committee report as presented.

**MOTION CARRIED**

Finance Committee Update: Troy Stone, Finance Committee chair, provided a summary of the 2015 budget versus YTD actuals as of June 2015. (A hard copy of the finance report was provided to all Board members to take with them for review). Troy Stone noted that as of the end of July a surplus of \$107,000 exists, which is primarily comprised as follows, and will likely be utilized by the end of the year:

- Solid Waste – \$29,000 - is primarily due to the environmental trust fund rewarded earlier this year, which will be eliminated when associated costs for the Hazardous & E-Waste days are paid.
- Local Planning - \$20,000 - is a result of budgeted funding not utilized for a GIS contract, as RSC12 contracted with the Sussex region to utilize their GIS system.



- Cooperative & Regional Planning - \$58,000 - The Co-operative and Regional Planning surplus will be utilized by end of year when the recreational study is finalized

A motion was made by Paul Bradley and seconded by Craig Melanson to accept the Finance Committee report as presented.

**MOTION CARRIED**

Solid Waste Committee Update: Craig Melanson, Chairman of the Solid Waste Committee, notified the Board interest with curbside recycling is growing and as a result the Solid Waste committee will be reviewing cost and the necessary steps required to implement curbside recycling within our region.

Craig Melanson also informed the Board the results of the Provincial waste strategy study by Stantac is underway and they will be visiting our area in September.

Craig Melanson advised the recycle bin located in North Lake will be moved to the Houlton Road location in the fall. Craig Melanson, as recommended by the Finance committee, stated painting of the recycle bins has stopped until the curbside recycling analysis has been finalized.

Craig Melanson stated a few of the Solid Waste Committee members were provided a tour of the newly renovated Southern Valley Transfer Station and advised major renovations of the facility had been completed, such as new scales/scale house, improved accessibility, recycling building enhanced, and a new location for E-Waste is being built. Craig Melanson noted the station appears to be efficiently managed.

Craig Melanson advised Hazardous and E-Waste dates and locations are scheduled and advertising has been arranged. Radio advertising for the Hazardous and E-Waste days will be occurring from August 28 through to September 18 and a flyer will be distributed in the flyer bag the weekend of August 28. Craig Melanson noted the committee is investigating developing an education system which will inform individuals where recyclables can be taken throughout the year.

Craig Melanson advised paper recycling bins, similar to the one placed last year at the Canterbury school, will be distributed to the Hartland Community School, Florenceville Elementary school and Perth-Andover elementary school and they will be working with the school custodians to arrange placement before school starts. Craig Melanson further advised if an extra bin is available it will be located at the Meduxnekeag Consolidated School.

Craig Melanson advised the committee wishes to explore the possibility of the Commission also assuming the responsibility for the collection contracts. Currently this responsibility falls under the individual LSDs and municipalities.

Craig Melanson informed the members a motion is required to receive the Boards approval to send a letter to the Minister of Environment and Local Government requesting to rescind the existing contract requiring us to utilize 2 landfill sites. Craig Melanson stated our desire is to be permitted to utilize the most cost effective means to have our waste disposed of.

Craig Melanson also stated since the largest share of the Region's budget is for Solid Waste, it was discussed during the last Finance meeting the Chairman of the Solid Waste committee should also sit on the Finance committee, and as a result we are requesting a motion to approve this request.

Jim Kennedy asked the Board for their approval to draft a letter to Minister Brian Kenny requesting to rescind the 1997 ministerial order requiring 50% of waste be equally sent to both Northwest and Southwest (+/- 5%). Jim Kennedy stated, as Craig Melanson previously advised, we wish to ensure we are utilizing the most economical means to dispose of waste.



Troy Stone informed the members we are currently locked into a 15 year contract, and Jim Kennedy acknowledged the existence of the contract, but noted it certainly warrants requesting the Minister to review to determine if the contract can be broken, as we must attempt to ensure we are utilizing the most cost effective waste disposal methods available for the taxpayers.

A motion was made by Arthur Slipp and seconded by Tim Linton to prepare a letter to Minister Kenny requesting to rescind the prior ministerial order.

**MOTION CARRIED**

A motion was made by Craig Melanson and seconded by Brian Hayden to accept the Solid Waste Committee report as presented.

**MOTION CARRIED**

Recreation Committee Update: Brian Hayden, Chair of the Recreation Committee, informed the Board Dillon Consulting has begun the Recreational Master Plan and asset mapping is now occurring. Brian Hayden advised the survey has been completed and requested all members participate in the survey. Brian Hayden stated unfortunately, to-date only 60-70 surveys have been completed with most coming from the Florenceville-Bristol area. However, an editorial relating to the Recreational Master Plan's purpose is being published in The Bugle-Observer where the public is asked for their input by completing the on-line survey. Additionally, Brian Hayden advised they are investigating the possibility of having the survey distributed to the schools for children to take home to parents.

Brian Hayden informed the members during the last Recreation Committee meeting, concerns were raised regarding Dillon's progress to date. Brian Hayden noted concerns such as, contact with the community Recreation Directors has not yet been made. Brian Hayden advised he has spoken with Dillon representative, Steven Stone and addressed these concerns, as the deadline of November 15 must be met.

Brian Hayden advised a facilities condition assessment is being prepared. This assessment will list and rate all existing facilities and a complete inventory will be prepared. Additionally, Katelyn Hayden requested all present to like and share our survey link on your Facebook page, and noted Dillon Consulting will place the link on our Facebook page as another way of promoting the survey.

A motion was made by Brian Hayden and seconded by Alexis Fenner to accept the Recreation Committee report as presented.

**MOTION CARRIED**

**New Business:**

**YTD Financial:**

Jo-Anne Lockhart provided and reviewed a summary of the 2016 vs 2015 budget financials as shown below:

Fund	2015 BUDGET	2016 BUDGET	Budget % Change	Budget \$ Change
Waste	\$ 2,135,328	\$ 2,088,840	-\$46,488	-2.2%
Planning	\$ 390,821	\$ 389,630	-\$ 1,191	-0.3%
Cooperative & Regional Planning	\$ 69,499	\$ 86,230	\$ 16,731	24.1%
<b>TOTAL AFTER CORPORATE ALLOCATION</b>	<b>\$ 2,595,648</b>	<b>\$ 2,564,700</b>	<b>-\$30,948</b>	<b>-1.2%</b>
Corporate	\$ 208,744	\$ 221,900	\$ 13,156	6.3%



Jo-Anne Lockhart informed staff prepared the 2016 budget by reviewing trending from 2013 to current and identified anticipated expenditures for 2016, and a draft copy was previously provided. Jo-Anne Lockhart informed the Board the budget for each committee has been reviewed with the respective committees and was presented to the Finance Committee during the August 13 meeting.

Jo-Anne Lockhart advised adjustments may still be necessary depending on unknown variables, such as the purchase of the mobile speed sign and curbside recycling analysis. Jo-Anne Lockhart stated the funds for Waste, Planning and Cooperative and Regional Planning are separate budgets and funds cannot be transferred from one fund to another. Therefore, any shortfalls must be funded by increased fees, further budget cuts or operating reserves.

Jo-Anne Lockhart reviewed the 2016 budget summary with the Board members and advised Local Government and the municipalities require 45 days to review the budget and advised if this can be attained we could request Board approval for the October 20 board meeting and meet the province's submission date of November 1.

Troy Stone advised the Finance committee has met twice and have reviewed the budget details thoroughly. Troy Stone informed the Board this is a draft budget and is not yet finalized. Troy Stone stated the committee is anticipating waste tonnage will be reduced in 2016. However, the fixed costs of the program need to be covered by the solid waste fees to the communities and LSDs. Troy Stone stated there are other factors to consider, such as when curbside recycling implementation costs may be incurred, purchase of a mobile speeding sign, and the Recreation master plan associated costs.

Troy Stone stated we have always met our budget deadlines and requested the members review and forward all questions prior to the next Board meeting scheduled for October 20.

Jim Kennedy requested a motion be made to provide a draft 2016 budget to Local Government and the municipalities for review.

A motion was made by Alexis Fenner and seconded by Craig Melanson to accept the 2016 budget as presented and to send a copy for review to the Department of Local Government and the municipalities.

**MOTION CARRIED**

### **Chairs Report:**

#### **Visit to RCMP headquarters:**

Jim Kennedy provided an overview of a visit to the RCMP headquarters in Oromocto, which he attended along with Brian Hayden, Craig Melanson, and Steve Manual. Jim Kennedy stated these meetings are very informative and if other members are interested in attending let him know.

Steve Manual stated the RCMP are performing many functions behind the scenes for which we may not be aware. Craig Melanson expressed gratitude for the work being performed by the RCMP and noted resources within the force are limited and they are performing a great job given these limited resources.

#### **Appalachian Trail:**

Jim Kennedy asked the Board members if they wished to participate in an advisory committee for the Appalachian Trail and advised the only incurred expense would be associated travel costs to send 1 or 2 members to the committee meetings. Jim Kennedy also noted this committee will consist of members from the involved Regional Service Commissions and the Department of Tourism. Alexis Fenner confirmed the Appalachian Trail runs directly through the Village of Plaster Rock.





A motion was made by Terry Ritchie and seconded by Alexis Fenner to have a member sit on the Appalachian Trail advisory committee.

**MOTION CARRIED**

NB Opportunities Network Review:

Jim Kennedy provided the Board members with an overview of the NBON and advised this department was formerly known as Economic Development. Jim Kennedy advised the new CEO for NBON is Steven Leon. NBON is combining 3 existing organizations and will have offices in Edmundston, Bathurst, Moncton, Fredericton, and Saint John. Jim Kennedy noted he believed the focus of NBON appears to be with big business and stated we will assist this group and provide information as required, but we will not actively be involved.

Leonard Foster Resignation:

Jim Kennedy informed the members an email from Peter Kavanagh was received advising due to conflicting meeting times, Leonard Foster has resigned from the Board and Peter Kavanagh will meet with the other LSD chairs to appoint a new member.

Steve Manual asked if the municipal elections scheduled for May 2016 will affect the LSD representative terms. Jim Kennedy advised it was his understanding the LSD representative terms will be governed in the same manner as the municipalities and the term will be 4 years. However, Jim Kennedy noted the Department of Local Government will be making the final decision.

Terry Ritchie asked if the Mayors sit on the committees as an individual or as a result of their position. Terry Ritchie further inquired if the Deputy Mayor would take his place on the committees if he was not available. Jim Kennedy informed Terry Ritchie you must be a member of the Board to sit on a committee and the Deputy Mayor will not sit on the committees you are involved with, unless the Board appointed them to replace you.

A motion was made by Brian Hayden and seconded by Tim Linton to approve the Chair of the Solid Waste Committee also be a member of the Finance Committee. Jim Kennedy reiterated all committee chairs must also be a Board member.

**MOTION CARRIED**

Craig Melanson, Chair of the Solid Waste Committee, inquired if this was in addition to the existing Finance members and Jim Kennedy confirmed that was correct.

Next Meeting Scheduled:

Jim Kennedy advised the next Board meeting is scheduled for October 20 at the Canterbury village hall.

Brian Hayden acknowledged he has spoken to Brunway regarding road safety issues during the winter. Brian Hayden stated Connie Stairs, a Brunway representative, advised Brunway did cut highway supervisors from 2 to 1. Brian Hayden noted as a result the roads are not as closely patrolled as in the past. Brian Hayden indicated the RCMP is now left to perform many of these responsibilities and recommended another letter be sent prior to the winter season addressing our concerns.

Brian Hayden further identified another area of concern regarding the construction of the overpass on the Connell Road in Woodstock. Brian Hayden stated the lanes on Connell Road have been reduced from a 3 lane to a 2 lane, which will make left turning very dangerous. Brian Hayden expressed safety concerns such as dangerous left turning, no site lines and no place to wing snow and recommended a letter be sent to the Minister of Transportation.



Jim Kennedy asked Brian Hayden to assist with the drafting of a letter to the Minister of Transportation outlining these concerns, and requested a copy be distributed to all members prior to sending.

A motion was made by Joe Weston and seconded by Steve Manual to write a letter to the Minister of Transportation addressing safety concerns with the construction of the new overpass on Connell Road and the reduction of a Brunway Highway Supervisor position.

**MOTION CARRIED**

Alexis Fenner expressed concerns with the decision to eliminate the 2015 Hazardous and E-Waste days in Plaster Rock and advised this type of waste will go directly to the landfills. Katelyn Hayden, Planning Director, advised this decision was based on the low Plaster Rock attendance at this event in 2014. Katelyn Hayden informed the members only 25 individuals attended in 2014 and at a cost of approximately \$7,000 - \$9,000 to sponsor these events, it was not cost effective to offer again in Plaster Rock for 2015.

Craig Melanson, Chair of the Solid Waste Committee, advised he would investigate further and provide further details to Alexis Fenner.

**Curbside Recycling Overview:**

Jo-Anne Lockhart provided a PowerPoint presentation (*curbside recycling presentation available on [www.rsc12.ca](http://www.rsc12.ca)*) demonstrating the benefits of curbside recycling and advised only 3 Regional Service Commissions are not currently offering this service. Jo-Anne Lockhart stated implementation could take up to 1 year and cost reductions are possible as a result of reduced tonnage and the elimination of blue bins. Jo-Anne Lockhart requested approval of the Board to begin the curbside implementation analysis process, such as contracting a Project Manager, funding requirements, identifying time lines, etc.

Brian Hayden questioned if we could hire Yanick Sirous from the Chaleur Region on a contract basis. Jo-Anne Lockhart advised he was willing to come and assist with the implementation. Jim Kennedy advised the Solid Waste Committee has a lot of work to do prior to implementing curbside recycling. Craig Melanson advised the key to the implementation is defining next steps, as we do not have the expertise on the Solid Waste Committee and require the Board's approval to move forward. Craig Melanson stated Yanick Sirous has the necessary expertise and has been successful with 2 similar implementations.

Jim Kennedy recommended we invite Yanick Sirous to provide a presentation to the entire Board and noted we do not require further studies as Yanick has the required skills to move this project forward.

A motion was made by Steve Manual and seconded by Tim Linton to invite Yanick Sirous to attend the next Board Meeting and provide a curbside recycling presentation.

**MOTION CARRIED**

*Brent Pearson on behalf of his family thanked the Board, PRAC and staff for their kind words and donations received regarding the loss of their daughter, Emily.*

A motion was made by Alexis Fenner to go in-camera.

Adjourned to In-Camera at 8:50 pm

**In Camera Session:**

HR – 8:50pm – 9:20pm



**Adjournment:**

Meeting was adjourned at 9:30 pm.

Recording Secretary: Bev Gullison

A handwritten signature in blue ink, appearing to read "Troy Stone", is written above a horizontal line.

**Troy Stone**  
**Secretary**

A handwritten signature in blue ink, appearing to read "Jim Kennedy", is written above a horizontal line.

**Jim Kennedy**  
**Board Chair**