



Board of Directors Meeting
February 16, 2016
Rockland Road, Rockland NB

In Attendance:

James Kennedy, Chair, LSD Debec
Brent Pearson, LSD Glassville
Brian Hayden, LSD Woodstock
Ed Stone, LSD Upper & Lower Northampton
Gailen Allan, LSD Aberdeen
Joseph Weston, LSD Lakeville
Stephen Manuel, LSD Canterbury
Tim Linton, LSD Gordon

Alexis Fenner, Mayor, Plaster Rock
Arthur Slipp, Mayor, Woodstock
Craig Melanson, Mayor, Hartland
Elaine English, Mayor, Canterbury
Gary Thomas, Mayor, Centreville
Paul Bradley, LSD Brighton
Terrence Ritchie, Mayor, Perth Andover
Troy Stone, Secretary, Mayor, Bath

Regrets:

Alma Kilfoil, LSD Kent
Karl Curtis, Mayor, Vice-Chair, Florenceville-Bristol
Leonard Foster, LSD North Lake

Absent:

Lance Graham, Meductic
Marven Demmings, Mayor, Aroostook

Staff In Attendance:

Katelyn Hayden, Executive Director / Planning Director
Joan Kennedy, Finance Manager
Bev Gullison, Office Administrator

Call to Order:

Meeting was called to order at 6:35 p.m. by James Kennedy, Chair of the Board.

Approval of Agenda:

Motion: To approve the Agenda
Moved: Alexis Fenner
Seconded: Joe Weston
Motion Carried

Declaration of Conflict of Interest:

None

Approval of Minutes:

Motion: To approve the minutes of meeting held December 8, 2015
Moved: Elaine English
Seconded: Tim Linton.
Motion Carried

Business Arising:

None



Committee Updates:

Solid Waste Committee:

Craig Melanson, Chair of the Solid Waste committee, advised two committee meetings had taken place since the December 8/15 Board meeting. Craig Melanson informed the members that a background presentation was provided by Katelyn Hayden to ensure all committee members had a clear understanding of current waste disposal costs and processes. Craig Melanson stated this information was vital to ensure the committee had all of the necessary information to evaluate the possibility of a curbside recycling collection.

Craig Melanson further noted Peter Morin of J.S. Bellis was also present at one of the Solid Waste committee meetings and stated he was pleased to report it was a very positive meeting and J.S. Bellis is willing to work with the Solid Waste committee and staff to develop a curbside recycling collection program. Craig Melanson stated the committee is pleased with our recycling contractor's willingness to partner with the RSC to offer a better service to our residents, and to greatly increase the volume of waste diverted from the Province's landfills.

Craig Melanson advised that the committee members, along with Peter Morin, are planning to tour the Chaleur RSC's recycling transfer station to better understand what modifications to the J.S. Bellis operation might be required. (This tour had been scheduled for February, but was cancelled due to a snow storm).

Jim Kennedy inquired if there were any further questions for Craig Melanson, there were none.

Jim Kennedy advised Craig Melanson has a good grasp on what is required to move the project forward and as the Solid Waste committee is aware it will require time to ensure it is implemented correctly and with the assistance of Yanick Sirous from Region 3 he was confident this could be accomplished.

Motion: To accept the Solid Waste Committee report as presented

Moved: Gary Thomas

Seconded: Stephen Manual

Motion Carried

Recreation Committee:

Brian Hayden, Chair of the Recreation committee, reiterated that during the December 8, 2015 WVRSC Board of Directors meeting a resolution was made to have the Recreation Committee review the Regional Recreation Service Master Plan prepared by Dillion Consulting and prepare a recommendation to be forwarded to the Board of Directors. Brian Hayden advised in order to fulfill this resolution the committee has reviewed in detail each of the 17 recommendations contained in the Regional Recreation Service Master Plan, as well as the timeline associated with the recommendations as outlined in the Implementation Plan.

Brian Hayden further advised during the Recreation committee meeting there was a detailed discussion regarding hiring a Recreation Director and the committee came to a consensus the title should be changed to a "Recreation Co-ordinator" which would better reflect the intension of the position. Brian Hayden stated this position is not meant to direct recreation programming or to in any way interfere with the role of the Municipal Recreation Directors. Brian Hayden explained this position is to support and help co-ordinate their efforts on a regional scale, and to offer assistance where appropriate.

Brian Hayden informed the Board that Staff has confirmed that the Department of Tourism Heritage & Culture: Sport and Recreation Branch the Department will offer 75% of the funding for the position through the Regional Service Commission Planning Assistance Initiative. Brian Hayden stated we should note there are minimum requirements which must be met to be eligible for the funding, such as a minimum salary of \$45,000. Brian Hayden advised these details will be worked out through the application process between Katelyn Hayden and Kent Kuhn, the provincial recreation representative. Kent Kuhn was present in the Board meeting representing the Department to answer any questions that the Board members may have.



Brian Hayden reminded the Board the 2015 budget included the 25% funding requirement to develop the Recreation Master Plan and an additional \$18,750 was budgeted for 2016 in order to implement the Recreation Master Plan.

Brian Hayden advised two resolutions were made by the Recreation Committee and read the first resolution as follows:

BE IT RESOLVED The WVRSC Recreation Committee recommends to the Board of Directors the creation of a Recreation Co-ordinator position for a period of three years, or as long as the Provincial funding is available. The position shall be evaluated again at the end of the three-year time period.

Brian Hayden inquired if he should read the second resolution before opening the floor to discuss the first resolution. Jim Kennedy asked the members if there were any questions regarding the first resolution to hire the Recreation Co-ordinator. Brian Hayden reminded the Board of who the members of the Recreation Committee are.

Brian Hayden reiterated this position is not intended to interfere with the Recreation responsibility within the municipalities rather than to assist them with recreational activities within their areas, such as source funding. Brian Hayden also noted the survey results clearly indicated many area residents were not aware of all recreational facilities and/or activities available to them in the Region.

Alexis Fenner stated there is a communication void regarding the Master plan and inquired if it would be possible that individual councils be provided with additional feedback, as councils are in the dark. Brian Hayden advised the Recreational Master plan was provided to all councils for review and a presentation was provided to the Board during our December 8, 2015 meeting. Alexis Fenner stated she believed an additional update should be provided to individual councils.

Jim Kennedy advised it may be a good idea for the Executive Director to provide an overview to each of the requesting councils. Alexis Fenner advised the council would prefer to have a presentation which would assist with them understanding the direction the Recreation Committee and Regional Service Commission is working towards.

Brent Pearson stated this responsibility could fall under the duties of the Recreation Co-ordinator to ensure councils were kept informed, such as producing a monthly report.

Arthur Slipp asked if it was the Board's intent to vote on this recommendation tonight and Jim Kennedy confirmed that was correct. Arthur Slipp inquired if they could hear all of the resolutions and then deal with them sequentially, as he did not wish to vote on one without knowing what the other resolutions were.

Brian Hayden read the second resolution to the members as follows:

BE IT RESOLVED The WVRSC Recreation committee recommends to the Board of Directors they adopt the "Regional Recreation Service Master Plan: Western Valley Regional Service Commission".

Arthur Slipp asked to confirm if this was the 17 recommendations presented in the Recreation Master Plan and



Brian Hayden confirmed this was correct. Katelyn Hayden offered to read the 17 recommendations again and Arthur Slipp advised that was not necessary. Arthur Slipp stated he was not prepared to vote tonight and stated if he was requested to vote he will vote no.

Motion: To table the resolution for 60 days in order to provide councils sufficient time to review the Recreation Master Plan in detail,.

Moved: Arthur Slipp

Seconded: Ed Stone

Jim Kennedy stated the resolution would be tabled for 60 days.

Motion Discussion:

Brian Hayden stated that during our last Board meeting a presentation was provided and discussions were held. Brian Hayden also advised the Master Plan was provided to everyone at that time for review and discussions.

Arthur Slipp advised during the last meeting he was lead to believe they would be provided an opportunity to discuss it in detail prior to taking it to a vote.

Troy Stone stated he hasn't seen anything provided to his council advising a vote would be required tonight and mentioned he has reservations whether a position is even required. Troy Stone stated he is not comfortable with having to vote tonight, as there are elements of the Master Plan he does not agree with, and stated if a resolution is required tonight he too would be voting no.

Motion Vote:

Jim Kennedy requested a show of hands for those who wished to table the motion to hire a Recreation Co-ordinator for 60 days. Katelyn Hayden counted 10 members in favor of tabling the motion.

Motion Carried

Brian Hayden asked the members if they wished to discuss the recommendations further this evening or would they prefer to have Katelyn Hayden provide a presentation to the councils. Troy Stone advised he would love to have them come to a Bath council meeting to provide a presentation.

Jim Kennedy inquired if everyone had received a copy of the Recreational Master Plan and Katelyn Hayden advised an electronic copy was sent to everyone and some, including the Town of Woodstock, had requested and were provided with hard copies as well.

Jim Kennedy agreed it was a very important aspect and it is necessary that everyone fully understands the plan before a vote occurs; however, he advised it was his understanding that everyone had seen the plan and had time to review. Jim Kennedy stated he knew the Town of Woodstock had reviewed a draft copy prior to the final version provided.

Jim Kennedy advised the members it may be to their advantage for Katelyn Hayden to provide a presentation either at a council meeting and an organized LSD group meeting.

Tim Linton stated the members should have a complete job description of this position available to them. Katelyn Hayden advised a draft job description is prepared but the primary responsibilities would be the implementation of the 17 recommendations.

Brian Hayden suggested the 17 recommendations be read to the group. Katelyn Hayden read the 17 recommendations outlined in the Recreation Master Plan and inquired if there were any further questions.



Brian Hayden read the draft Recreation Co-ordinator job description as outlined by the Recreation Committee.

- The Recreation Co-ordinator will report to the Executive Director and be responsible for a variety of duties associated with providing recreational related assistance to support the Recreational Directors and recreation councils within the Western Valley relating to regional recreation collaboration.
- The Recreation Co-ordinator will serve as a point of contact and foster communication and collaboration within the Western Valley. They will administer and implement the Regional Recreation Service Master Plan and work with communities to identify opportunities for collaboration in programming for future development, co-ordinate with support communities pursuing the development infrastructure facilities.
- The Recreation Co-ordinator will assist LSDs and communities without fulltime recreation staff to identify and apply for funding and grant opportunities related to recreation, attend the Western Valley Recreation committee meetings, Board, Councils and other meetings as required.
- The Recreation Co-ordinator will develop advertisement and promotional materials; engage with recreational staff, municipal councils, and provincial government departments, develop and manage the Regional Recreational Website, asset mapping, facility management and programming information.
- Qualifications: Post-Secondary degree in kinesiology, sport, recreation management and community development, recreation and leisure studies, recreation sport business or other related fields. Experience in recreation management and administration will be considered an asset.

Jim Kennedy asked if there were any further questions for Brian Hayden.

Steve Manual inquired if it would be appropriate to circulate the minutes of every committee meeting to the Board and Brian Hayden advised copies of all committee minutes are placed on the www.rsc12.ca website.

Terry Ritchie requested the salary for the Recreation Co-ordinator position and Jim Kennedy advised it was \$45,000, which is funded 75% by the province and 25% by the Regional Service Commission.

Tim Linton asked if a copy of the job description could be made available on the Website. Brian Hayden explained it is currently only in draft form, as it was produced during the last Recreation Committee meeting. Brent Pearson asked if a copy of the job description could be sent to all members for review. Katelyn Hayden confirmed she would send a copy of the draft job description to all members.

Jim Kennedy stated it is important any information we can provide that would assist members in making their evaluation be forwarded to them for review. Jim Kennedy informed the Board Kent Kuhn, the provincial Recreation representative, was present this evening and inquired if any members had further questions for him.

Brian Hayden asked Kent Kuhn if he had another meeting with the Western Valley Recreation Committee and if so what their thoughts were on the Master Plan. Kent Kuhn advised they were in favor of the plan, as they see this position as a benefit for the area and understand this position will not be removing any of their responsibilities. Kent Kuhn advised they see this position as more of a support for the LSDs as they could use the guidance. Kent Kuhn stated the Master Plan was well received by everyone.

Brian Hayden inquired what areas comprise the Western Recreation Committee and Kent Kuhn advised it has representatives from Plaster Rock, Florenceville-Bristol, Perth, Hartland, Woodstock, and Nackawic. Kent Kuhn further stated that Centerville and Tobique First Nations are also represented.

Arthur Slipp advised Woodstock was not represented and Kent Kuhn confirmed The Town of Woodstock was not represented at that particular meeting.

Jim Kennedy asked if there were any further questions and Craig Melanson stated the tabling of the resolution for 60 days would place us very closely to the next elections on May 9. Craig Melanson advised there will be a new council, which will be required to be informed and could possibly postpone the resolution an additional 60 days.

Brian Hayden asked Kent Kuhn if we could lose our funding by April 30 and Kent Kuhn stated, "The funding is there now".



Jim Kennedy advised the next Board meeting is tentatively scheduled for the third week of April. Katelyn Hayden stated Public Safety has requested to attend our next Board meeting to review the RCMP contracts and we are attempting to co-ordinate a scheduled date with them. Jim Kennedy asked if they could be available in March and Katelyn Hayden advised they had no availability in March.

Elaine English addressed additional concerns regarding the previously raised issues by Craig Melanson relating to the 60 day postponement and the introduction of a new council. Elaine English stated the month of April is a very busy time for councils and decision making is limited and due to these facts the plan may not be reviewed again until Fall. Elaine English asked if Arthur Slipp would consider amending his motion for 30 days rather than 60 days, as this should provide us with enough time to receive the necessary feedback from our councils. Alexis Fenner and Terry Ritchie also addressed concerns with the timeframe due to the upcoming elections. Troy Stone stated until you are sworn in, you are still the council of the day and continue to have the authority to make all decisions.

Jim Kennedy advised we would attempt to schedule the Board meeting early April and would aim for April 12, if this date coincides with Public Safety's schedule.

Motion: To repeal Arthur Slipp's original motion to table the Recreation resolution for 60 day
Moved: Arthur Slipp
Seconded: Alexis Fenner
Motion Carried

Motion: To table the resolution to create a Recreation Co-ordinator position and adopt the Recreation Master Plan until the April Board meeting
Moved: Arthur Slipp
Seconded: Troy Stone
Motion Carried

New Business:
Office Lease Expiry:

Jim Kennedy reminded the Board members the office lease expires September 30 and stated when the lease was redone last time it was for 23 months in order to meet the Procurement Act qualifiers. Jim Kennedy advised since we do not wish to renew the lease every 2 years we will be required to prepare a Request for Proposal. In order to comply with the Procurement Act any purchase over \$50,000 must be advertised as a Request for Proposal. Jim Kennedy stated we need to ensure this lease is prepared in the proper way and whether the office remains at its current location or is moved somewhere else within the region, a Request for Proposal must be prepared. Jim Kennedy advised a copy of the original Request for Proposal is available. However, amendments are necessary, as adjustments with the current space limitations and working conditions need to be addressed. Jim Kennedy asked the Board members for their comments in regard to permitting the Executive Committee members to work with the Executive Director to prepare the Request for Proposal and give the Committee and the Executive Director the authority to advertise for this particular office lease.

Motion: To permit the Executive committee members to work with the Executive Director to prepare the Request for Proposal and give the committee and the Executive Director the authority to advertise for this particular office lease.
Moved: Brian Hayden
Seconded: Alexis Fenner

Motion Discussion:
Arthur Slipp asked if we are looking for a 5 year lease. Jim Kennedy stated it would be required to be a minimum 5



year lease, as a 2 year lease is not sufficient. Arthur Slipp stated he believed the term on the lease should be on the table. Paul Bradley inquired if the Request for Proposal could be reviewed by the Board prior to being advertised and Jim advised it could be presented, however, we are beginning to run into time constraints.

Katelyn Hayden advised the Request for Proposal must be advertised for a minimum of 15 days and Troy Stone stated he believed it must be advertised for 15 business days. Jim Kennedy stated the new Request for Proposal would not vary much from the previous version. Katelyn Hayden reviewed the requirements listed in the 2013 Request for Proposal with the Board and noted there were several of the existing Request for Proposal requirements that were not met at our current location. Katelyn Hayden advised failure to meet all the requirements listed on the Request for Proposal would not necessarily disqualify an application.

Brent Pearson stated when the original Request for Proposal was prepared they were uncertain of our needs, such as sizes, etc., and as a result the Request for Proposal was vaguely written. Brent Pearson offered his engineering services, free of charge to work with the Executive committee to prepare the drawings to ensure our needs are illustrated appropriately, which should provide us with tighter bids. Jim Kennedy thanked Brent Pearson for his offer and Troy Stone stated that the Board should take advantage of Brent's offer.

Steve Manual inquired if the request for proposal could simply be sent electronically for review to the members prior to the Board Meeting in order to save time and Jim Kennedy confirmed this could be completed.

Alexis Fenner inquired if the office would be moved to a more centralized location within the Region. Jim Kennedy advised the Request for Proposal would not state a specific location and would simply state, "Within RSC12". Jim Kennedy stated the timeframe is a concern, as the Request for Proposal must be prepared and advertised according to the Procurement Act.

Gary Thomas stated he would recommend having the committee prepare the drafts, and send to all members for review providing a deadline for all comments to be returned to the committee.

Jim Kennedy requested the Board's approval to give the Executive Committee the authority to advertise the Request for Proposal.

Motion: To repeal Brian Hayden's original motion to permit the Executive committee members work with the Executive Director to prepare the Request for Proposal and give the committee and the Executive Director the authority to advertise for this particular office lease

Moved: Brian Hayden

Seconded: Alexis Fenner

Motion Carried

Motion: To give the Executive Director and the Executive Committee permission to move forward with the office lease Request for Proposal, utilizing Brent Pearson as an advisor and send a draft to all Board members for review requesting their comments be returned within 10 days

Moved: Brian Hayden

Seconded: Alexis Fenner

Motion Carried

Presentations:

Sergeant JP MacDougall was welcomed by the Chair of the Board.

Sergeant JP MacDougall informed the Board the Department is moving forward and starting to see good results. JP MacDougall advised their current plan is to assign each LSD and Municipality within the region a specific member you can contact when required, as he will not always be available. Sergeant MacDougall advised his intent is to provide open communication and stated the best means to contact him is via email. Sergeant



MacDougall stated during his quarterly representative meetings, where everyone is welcomed to attend, he will continue to review the department's goals and advise whether these goals are being met. JP MacDougall also stated if additional statistics for your specific area are required he could have these available. Sergeant MacDougall also advised the Department determines next year's goals during this time of year and stated he would like to hear any concerns and problems within the region. Sergeant MacDougall stated he cannot do his job without the member's input, as they are the area's representatives. Sergeant MacDougall thanked the members for their time.

Jim Kennedy inquired of Sergeant MacDougall if the public forum is still scheduled and he confirmed this meeting is scheduled for March 21 at the Carleton North High School in Florenceville-Bristol. Sergeant MacDougall advised this meeting will be about moving forward.

Brian Hayden addressed concerns with Sergeant MacDougall regarding the manner in which Brunway plows the 4 lane highway and stated he has spoken to Mr. Poirier from Brunway regarding his concerns. Sergeant MacDougall stated he is not an expert but if these concerns were emailed to him he would forward them to those within the Department who are more knowledgeable on this subject.

Chair's Report:

Letter – Modernization of Local Government:

Jim Kennedy asked if the Board members received and reviewed a copy of an email sent to them regarding the modernization of Local Government signed by Hon. Brian Kenny. Jim Kennedy asked Katelyn Hayden to briefly explain her conversation with Rob Kelly relating to the letter, as this letter specifically mentions the Regional Service Commissions.

Katelyn Hayden informed the members a conference call was conducted the following day after receiving this letter with Rob Kelly, as the Executive Directors were requesting further clarification regarding one particular paragraph. Katelyn Hayden stated Rob Kelly advised he would get back to the Executive Directors at the next scheduled Executive Director's meeting with a clearer interpretation.

Alexis Fenner requested a copy of this notice be resent and Katelyn Hayden advised the office would resend this notice to all members. Peter Kavanagh, from the Department of Local Government, advised he has not had discussion with the Minister relating to this letter.

Brunway Concerns:

Jim Kennedy reminded the members of the issues addressed with Brunway last Winter and that Brian Hayden had discussed these concerns with them and was satisfied at that time our concerns would be addressed. However, as Brian Hayden will present to you, safety issues continue to occur with the manner Brunway performs their snow plowing practices.

Brian Hayden advised according to an article published in the Telegraph Journal last year, that if a number of complaints are received by the Minister of Transportation they would address the concerns with Brunway. Brian Hayden stated if we do not send a letter of complaint, no complaint will officially be logged. Brian Hayden explained the concerns to the members regarding the manner in which Brunway plows the 4 lane highway.

Brian Hayden stated he contacted Mr. Poirier, the head Engineer for Brunway, regarding his concerns. Mr. Poirier agreed they are one of the few jurisdictions who plow in this manner. Brian Hayden informed the members he travelled from Woodstock to Grand Falls this morning during the storm and he did not see a plow on the highway. Brian Hayden stated he understood schools were closed but individuals must still be able to travel on the highway to get to work.



Brent Pearson stated many of these existing plows are fixed one-way plows, which are not reversible and the reversible plows are much more expensive. Brian Hayden advised the particular plow he is referencing is reversible. Brent Pearson stated the majority of these plows are one-way. Brian Hayden stated he is willing to prepare a letter to the Minister of Transportation regarding these safety concerns for the Board's review prior to sending.

Jim Kennedy asked if the members agree with Brian Hayden's recommendation. Troy Stone questioned if the Regional Service Commissions have the authority to send a letter to the Minister on behalf of the RSCs complaining about Brunway. Troy Stone inquired if this responsibility is part of the Act.

Brian Hayden advised when he discussed his concerns regarding the size of the Woodstock overpass with Mr. Poirier he was advised that Brunway had conducted consultations with the Town of Woodstock but no consultations had occurred with the LSDs. Brian Hayden stated Mr. Poirier is looking for input from all jurisdictions when performing work within an area.

Jim Kennedy advised this is certainly not one of our mandates but anything that affects our people should be of concern to us.

Motion: To draft a letter of concern to the Minister of Transportation expressing our concerns regarding the highway snowplowing practices of Brunway and circulate a draft copy to the Board for approval prior to sending

Moved: Brian Hayden

Seconded: Steve Manual

Motion Discussion:

Craig Melanson stated he does not disagree with the Board sending a letter but noted caution should be taken when determining what issues we deal with when a particular issue may not be part of our mandate. Craig Melanson noted, for example, we did not get involved with the flooding of the Saint John River Valley.

Steve Manual stated the four lane highway travels through a number of LSDs within our region and he believed as an elective LSD representative we have a moral obligation to make our concerns known, as it is not acceptable to travel from Woodstock to Grand Falls during a snow storm with no plows operating.

Brian Hayden inquired if the letter should possibly be sent by the LSDs Chairs and not on behalf of the Regional Service Commission and requested to remove his original motion.

Troy Stone requested Katelyn Hayden to review the Act to determine if the RSC may be crossing the line by performing these types of requests. Jim Kennedy advised the Act states we do have certain mandates and reminded the Board when the Saint John Valley flooded they reviewed the Act and determined it was not part of our mandate, however, we were very new as a commission and unclear as to our roles and attempted to do what we thought was correct at that time. Jim Kennedy stated he believed we do have to speak on behalf of our citizens and is aware that other Regional Service Commissions address these types of concerns that may not necessarily be part of our mandate.

Gary Thomas stated he believed it would be the Commission's responsibility as part of public safety and if we feel there is a problem of public safety we should be speaking out. Jim Kennedy agreed but noted Public Safety is certainly a gray area.



Motion Restated: To send a letter to the Minister of Transportation indicating a public safety concern with the snowplowing practices of Brunway on behalf of the Regional Service Commission and circulate a draft copy to the Board for approval prior to sending.

Moved: Brian Hayden

Seconded: Steve Manual

Motion Carried

Katelyn Hayden will confirm with Public Safety and advise if the next Board meeting can be conducted on April 12.

In Camera Session:

None

Adjournment:

Motion: The Chair called for a motion to adjourn the meeting at 7:50 p.m.

Moved: Alexis Fenner

Recording Secretary: Bev Gullison

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

Troy Stone
Secretary

A handwritten signature in blue ink, appearing to read "Katelyn Hayden", written over a horizontal line.

Katelyn Hayden
Executive Director