



Board of Directors Annual General Meeting
May 26, 2015
Plaster Rock Welcome Center

In Attendance:

James Kennedy, Chair, LSD Debec
Alexis Fenner, Mayor, Plaster Rock
Alma Kilfoil, LSD Kent
Brian Hayden, LSD Woodstock
Craig Melanson, Mayor, Hartland
Ed Stone, LSD Upper & Lower Northampton
Elaine English, Mayor, Canterbury
Jill Hunter, LSD Peel
Karl Curtis, Mayor, Vice-Chair, Florenceville-Bristol
Terrence Ritchie, Mayor, Perth-Andover
Tim Linton, LSD Gordon
Troy Stone, Secretary, Mayor, Bath

Regrets:

Arthur Slipp, Mayor, Woodstock
Leonard Foster, LSD North Lake
Paul Bradley, LSD Brighton
Alan McLaughlin, LSD Andover
Brent Pearson, LSD Glassville
Joseph Weston, LSD Lakeville
Stephen Manuel, LSD Canterbury
Gary Thomas, Mayor, Centreville
Gailen Allan, LSD Aberdeen

Absent:

Lance Graham, Mayor, Meductic
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 6:40p.m. by James Kennedy, Board Chair and Chair LSD Debec.

Approval of Agenda:

A motion was made by Alexis Fenner and seconded by Elaine English to approve the agenda.

MOTION CARRIED

Declaration of Conflict of Interest:

None

Approval of Minutes:

A motion was made by Troy Stone and seconded by Brian Hayden to approve the minutes of the regular meeting held March 24, 2015.

MOTION CARRIED

Presentations:

A "Gypsum Mining in Plaster Rock" presentation was given by Kari Harper-Merrithew (*presentation attached*).

Alexis Fenner further commented on the great opportunities Gypsum mining would provide to the Region, as well as the employment opportunities this industry could provide for future years would be beneficial for the entire Province. Alexis Fenner stated we tend to take our natural resources for granted but we must start to build a better future for the youth of this province by developing our natural resources.



Brian Hayden inquired if the company was looking for a motion of support from the Regional Service Commission. Kari Harper-Merrithew advised they would welcome any support; however, noted they have pursued many avenues unsuccessfully. Kari Harper-Merrithew stated they are confident the market exists as they cannot currently keep up with demands, but unfortunately do not have the support of government. Kari Harper-Merrithew stated an endorsement from the Regional Service Commission would certainly be valued.

Jim Kennedy, Chair of the Board called for a motion of support for the Gypsum Mining endorsement.

A motion was made by Brian Hayden and seconded by Alexis Fenner to endorse the development of the Gypsum Mining in Plaster Rock.

MOTION CARRIED

Business Arising:

Committee Reports:

Oversight Committee Update:

Craig Melanson notified regular Oversight committee meetings have been held in conjunction with the Finance committee meetings. Craig Melanson stated going forward they will be working on revising the procedural by-laws. Initially the by-laws were developed in consultation with the government; however, as additional experience and knowledge have been gained, it is recognized by-law changes are necessary.

Craig Melanson informed the Board human resource concerns have been reviewed during the committee meetings and additional HR issues will be further discussed this evening.

A motion was made by Brian Hayden and seconded by Elaine English to accept the Oversight committee update.

MOTION CARRIED

Policing Committee Update:

Elaine English, Chair of the Policing committee advised the last Policing meeting was conducted on April 21 and noted there was not a lot of new information to report, as many of the Policing committee concerns were addressed during Minister Kenny's visit on May 4.

Elaine English advised the Board Jo-Anne Lockhart had received a quote for a mobile speeding sign from a Nova Scotia company. The sign is a solar pole mounted unit at a cost of \$3500 each. A company representative would like to provide a demonstration of this unit with either to the entire Board or the Policing Committee. A demonstration was previously given to the Town of Woodstock. Jim Kennedy noted these signs would certainly be very effective in any of the Region's communities; however, the only concern is location within the rural areas to avoid possible vandalism. Craig Melanson advised the sign recommendation should be made to the Board by the Policing Committee.

Elaine English also reported Jo-Anne Lockhart, Alexis Fenner and herself attended a debriefing session with the RCMP in Oromocto on May 12. This was a very informative meeting. An invitation was extended to all of the Board members to attend one of these meetings.

A motion to accept the police report was made by Elaine English and seconded by Craig Melanson.

MOTION CARRIED



Waste Committee Update:

Jim Kennedy advised for future meetings, electronic copies of presentation materials will be provided to all members prior to each meeting, as our goal is to minimize waste wherever possible. Jim Kennedy stated discussion and review of the presentation materials will be conducted at the Board meetings by use of a projector.

Jim Kennedy advised we have a new blue bin location at 115 Chapel Street in Woodstock. The blue bin which was originally planned to be located on the Houlton Road in Woodstock is currently being used in the North Lake area during the typical 3 month cottage season, as this bin proved very successful during the cottage season last year.

Jim Kennedy informed the Board tentative dates have been scheduled at the following chosen locations for the annual E-Waste/Household Hazardous Waste days:

Hartland – Wednesday, September 9
Woodstock – Saturday, September 12
Florenceville/Bristol – Wednesday, September 16
Perth-Andover – Saturday, September 19

Jim Kennedy advised two additional e-waste companies have been located who also accept TVs and CRT monitors. These companies are Larry Dyer of Jacksonville (328-5301) and Beaverdam Recyclables in Fredericton. (454-9924). Jim Kennedy stated these items are unfortunately currently going to the landfills, which is not a desirable solution.

Jim Kennedy mentioned the Solid Waste committee presence at the Hartland Trade show and noted the public response was very positive. Jim Kennedy acknowledged the Hartland Trade Show is a great venue to promote solid waste incentives and to answer recycling inquiries/concerns from the public.

Jim Kennedy informed the Board a \$15,000 Environmental Trust Fund grant was received for hazardous and electronic waste collection. The Province also awarded \$6,000 to the Region to provide paper bins at the schools in Hartland, Perth-Andover and Florenceville-Bristol. The paper bin located at the Canterbury High School last year has been very successful. The long-term goal is to provide all schools with paper bins. The cost of these bins is approximately \$1,500 per bin.

Alma Kilfoil inquired how the particular schools were chosen and Katelyn Hayden advised the selected schools currently had a good recycling program in place. Jim Kennedy stated the Solid Waste committee will continue to review and work with the local communities to have these bins available in other locations as funds become available.

Alexis Fenner advised it would be very beneficial to have a second recycle bin located in Plaster Rock or an additional pickup scheduled, as the bin is overflowing too often. Alexis Fenner also inquired regarding the battery recycling program and E-Waste days. Katelyn Hayden reviewed the battery recycling program details and advised a battery recycling box will be ordered and sent to Plaster Rock. Jim Kennedy informed Alexis Fenner the provincial funding is much smaller than in previous years and unfortunately funds are not currently available to provide additional bins or E-Waste days for every community. Jim Kennedy recommended Alexis Fenner discuss her concerns with her MLA.

Jim Kennedy informed the Board the website at www.rsc12.ca is kept up-to-date and Media Smart is doing a great job of ensuring updates are posted in a timely manner. Jim Kennedy asked the Board members for any suggestions to enhance our website. Jim Kennedy further advised the need to utilize social media such as Facebook when possible, as this is one of the cheapest means of advertising.

Jim Kennedy provided the Board with an update regarding a prior collection study by Stanec. This study



recommended collection should be handled by the Regional Service Commissions as an attempt to save money. Currently collection is being done by both the municipalities and by the Department of Local Government for the LSDs. The Solid Waste Committee is going to conduct a further study to determine if cost savings are possible. Jim Kennedy advised the topic of collection was an item to consider on our strategic plan.

Jim Kennedy inquired if the Mayors and LSD representatives would consider a plan to tender this service if taxpayers' cost savings are possible. Craig Melanson questioned if Jim Kennedy was referring to contracting with only 1 collection company. Jim Kennedy stated a full review would need to be completed to determine the best possible practice. Currently within the LSDs there are 2 contracts, which use the Saint John River as a divider and within the municipalities there are currently 3-4 different companies. We would definitely need to closely analyze the most effective and efficient methods.

Alexis Fenner advised the collection cost in Plaster Rock is much cheaper since they have direct haul. Jim Kennedy stated within Victoria County there would likely not be any change due to these direct haul capabilities. Craig Melanson advised Hartland would be interested in reviewing the results of this study. Jim Kennedy advised the Solid Waste Committee will be investigating possibilities and regular updates will be provided. Jim Kennedy informed the members there are numerous steps involved and several issues to consider before an attempt to prepare and award a tender as the current contracts must be respected.

A motion to accept a Solid Waste Committee study report for solid waste collection was made by Craig Melanson and seconded by Alexis Fenner.

MOTION CARRIED

Finance Committee Update:

A financial report as of March 31, 2015 was reviewed with the Board members by the Executive Director, Jo-Anne Lockhart. Jo-Anne Lockhart advised to-date we are showing a surplus of \$79,683. However, this surplus is primarily due to the timing of the expenditures. Jo-Anne Lockhart discussed the variances and provided justifications, as noted in the Annual General Meeting report (*attached*) provided to the Board members.

A motion to accept the financial report as provided was made by Troy Stone and seconded by Craig Melanson.

MOTION CARRIED

Recreation Committee Update:

Brian Hayden, Chair of the Recreation committee provided an update and welcomed Recreation committee members, Chris Stacey and Kari Harper-Merrithew to the meeting. Brian Hayden stated several meetings had been held recently in order to prepare the Request for Proposal (RFP) for a Recreation Master Plan. Brian Hayden advised 4 companies submitted proposals which were reviewed in detail by the Committee members during the May 6, 2015 meeting. Brian Hayden advised the Master Plan was prepared in order to review all recreational physical and structural facilities currently available within the Region from Forest City to Nictau; this included walking trails, ball parks, swimming pools, shooting clubs, cross country ski facilities, arenas, etc. The recommended bidder was the only company to agree to provide a mapping and graphics application which could be utilized by the WVRSC Planning Department. The recommended bidder also had several Planners on staff and has conducted master plans for other municipalities in both Nova Scotia and New Brunswick. The recommended bidder offered to make recommendations on all facilities/structures within each municipality or LSD; conduct 3 meetings, and provide an action and implementation plan. Timeline was also a consideration for the committee; the recommended bidder could have a report available by the end of November if the study begins in June. It was a unanimous vote by the Recreation committee to accept Dillon Consulting as the successful bidder.

A motion was made by Brian Hayden and seconded by Troy Stone to accept Dillon Consulting as the successful bidder to provide the Western Valley Recreation Master Plan.

MOTION CARRIED



A member of the public from the LSD of Gordon requested further clarification relating to activities considered under the Recreational proposal. Brian Hayden stated the study was for health and wellness incentives and provided the Gordon representative with a copy of the proposal outlining the specifics. The Gordon representative inquired if crafts could also be considered, such as knitting and quilting. Brian Hayden responded he did not believe that such activities as arts and crafts are included under the health and wellness initiative. Brian Hayden advised the Gordon representative to discuss her concerns with Kari Harper-Merrithew, who is the Recreation Committee representative for the Gordon area. Brian Hayden stated Kari Harper-Merrithew can present the request at the next Recreation meeting, as it can certainly be open for discussion.

Adjourned to In-Camera at 7:55 p.m.

In Camera: MHR report discussions

Adjourned from In Camera at 8:10 p.m.

New Business:

Craig Melanson informed the Board Hartland was chosen as the official location for New Brunswick day celebrations this year and welcomed everyone to come and participate in the activities on August 3.

Chairs Report:

Jim Kennedy provided the following Chair's report:

- Jim Kennedy was invited by Mayor Alexis Fenner to take part in a RCMP tribute ceremony last week in Plaster Rock and stated he was very happy to have been able to participate in this honorable cause.
- Effective June 1 the name of our legal firm will change from Goodine, Kinney to Goodine Law, as Stewart Kinney is no longer employed with the firm.
- A policy and procedural review will be completed in the near future as updates are necessary. This process is occurring throughout all the Regional Service Commissions. As the Oversight Committee works on updating these policies and procedures, they will be soliciting any advice you can offer and welcome your feedback.
- The strategic plan must be reviewed and updated. Jo-Anne Lockhart will be in touch with you regarding timelines.
- Jim Kennedy will be attending an Appalachian Trail meeting June 3 in Campbellton with the other Chairs and Executive Directors from the northern RSCs. Jim Kennedy advised he was not sure of our region's involvement as yet but will provide updates when known.
- Jim Kennedy will be attending a meeting with NB Opportunities Network (NBON) on June 15 with the Minister of Local Government and the other Regional Chairs and will provide an update via email.
- Jim Kennedy thanked the office staff for their efforts and advised staff is doing a great job.
- Jim Kennedy advised a motion is required to review and revise the existing procedural by-law regarding remuneration and expenses for ad-hoc committee members who are providing expertise to committees. Jim Kennedy read the proposed by-law relating to remuneration for ad-hoc committee members. In the future, advisory committee members will be asked to sign a waiver to ensure any member paid by the municipalities to participate in committee meetings will not also be paid by the Regional Service Commission.

A motion was made by Alexis Fenner and seconded by Elaine English to accept the addition to by-law 9 for committee members' expenses and remuneration.

MOTION CARRIED

- Jim Kennedy advised a motion to amend the procedural by-law to ensure the Chair of any committee must



also be a member of the Board. Jim Kennedy stated this amendment will ensure an adequate report will be available to the Board members during Board meetings.

A motion was made by Craig Melanson and seconded by Elaine English to amend the by-law 3.3 and 3.4 to read Committee Chairs must be a Board member.

MOTION CARRIED

- Jim Kennedy stated a 2015 auditor must be appointed and the Finance committee is recommending the reappointment of Lenehan & McCain. A motion is required to accept this recommendation.

A motion was made by Alexis Fenner and seconded by Craig Melanson to accept Lenehan & McCain as the WVRSC 2015 Auditors.

MOTION CARRIED

Jim Kennedy reviewed the 2014 annual report (*attached*). To ensure transparency, Jim Kennedy advised this report will also be available on our website. Jo-Anne Lockhart asked the Board to review the report and contact her with any questions/concerns.

Jim Kennedy requested a motion to approve the Management Human Resources Report, which was discussed during the March 24, 2015 Board meeting.

A motion was provided by Terrence Ritchie and seconded by Alma Kilfoil to accept the Management Human Resources report prepared by Pierre Bertrand to be effective January 1, 2015. Brian Hayden abstained from the motion to accept the Management Human Resources report.

MOTION CARRIED

Committee Member Appointments:

Jim Kennedy informed the Board appointments for Committee members are required per the Board's by-laws. Jim Kennedy recognized the efforts and time given of the Committee members and stated after reviewing the procedural by-law all committee members are eligible for reappointment. Jim Kennedy stated the process would be the names of the members who advised they wished to remain on their respective committees as a reappointment will be announced, and if anyone wished to decline they would state their intention then.

Jim Kennedy inquired if the Board Members preferred to continue combining the Oversight and Finance committee meetings. The committee members advised due to the relationship between the two committees, meeting together has worked well in the past. The Board agreed to continue to combine the 2 committee meetings but will maintain two separate committee Chairs.

Oversight Committee:

Jim Kennedy requested a motion to reappoint the current Oversight Committee Members: Karl Curtis, Craig Melanson, Elaine English, and Arthur Slipp.

Terrence Ritchie stated the Oversight Committee members were all Mayors and equal representation is required. Jim Kennedy advised he was an LSD representative, and as the Board Ex-officio participates in the Committee meetings.

A motion was made by Craig Melanson and seconded by Brian Hayden to reappoint the existing Oversight Committee members: Karl Curtis, Craig Melanson, Elaine English and Arthur Slipp.

MOTION CARRIED

Jim Kennedy inquired if there were any LSD members present who would like to be part of the Oversight Committee. Brian Hayden stated the committee has worked well with no issues. Jim Kennedy advised the Oversight Committee



deals primarily with HR issues and the administration of the Commission. Brian Hayden advised the Oversight Committee was initially established to hire staff and conduct interviews. Alma Kilfoil, representing the LSD of Kent, informed the members she would be interested in becoming a member of the Oversight Committee.

A motion was made by Elaine English and seconded by Alexis Fenner to appoint Alma Kilfoil to the Oversight Committee.

MOTION CARRIED

Finance Committee:

Jim Kennedy advised the current Finance members, Tim Linton, Troy Stone, Elaine English, Craig Melanson, Arthur Slipp and Brian Hayden are seeking reappointment, and advised a balance exists between the LSDs and Mayors for the Finance Committee members. A motion was requested to accept the current Finance member reappointments.

A motion was made by Craig Melanson and seconded by Terrence Ritchie to reappoint the current Finance committee members: Tim Linton, Troy Stone, Elaine English, Craig Melanson, Arthur Slipp and Brian Hayden.

MOTION CARRIED

Craig Melanson stated it is important to consider when selecting committee members, it should not always be about ensuring a proper balance between LSDs and Mayors, as expertise should also play a major role. For example, the current Finance Committee members are well qualified to be members of the Finance committee.

Policing Committee:

Jim Kennedy stated Craig Melanson has advised he wishes to step down from the Policing Committee. Alexis Fenner, Elaine English, Arthur Slipp, Stephen Manuel and Brian Hayden are offering to be reappointed.

A motion was made by Karl Curtis and seconded by Craig Melanson to reappoint Alexis Fenner, Elaine English, Arthur Slipp, Stephen Manuel and Brian Hayden to the Policing committee.

MOTION CARRIED

Jim Kennedy advised the balance between LSDs and Mayors is currently 3 Mayors and 3 LSDs, and inquired if there was anyone else who wished to join the Policing Committee. Terrence Ritchie advised he would be interested in joining the Policing committee.

A motion was made by Troy Stone and seconded by Brian Hayden to appoint Terrence Ritchie to the Policing committee.

MOTION CARRIED

Solid Waste Advisory Committee:

Jim Kennedy advised the current Solid Waste Advisory Committee members are Leonard Foster, Keith Helmuth, Joe Weston, Luc Marcoux. Jim Kennedy informed the members Luc Marcoux and Keith Helmuth are members at large. Jim Kennedy stated the previous Chair of the Solid Waste Committee, Eugene Anderson has resigned and therefore, this vacancy must be filled. Elaine English requested Craig Melanson be appointed Chair of the Solid Waste Advisory Committee.

A motion was made by Terrence Ritchie and seconded by Craig Melanson to reappoint the existing members of the Solid Waste Advisory Committee: Leonard Foster, Keith Helmuth, Joe Weston, Luc Marcoux.

MOTION CARRIED

A motion was made by Elaine English and seconded by Alexis Fenner to appoint Craig Melanson as the Chair of the Solid Waste Advisory Committee.



MOTION CARRIED

Jim Kennedy inquired if there were any other members who wished to sit on the Solid Waste Advisory committee; no one volunteered.

Recreation Committee:

Jim Kennedy advised the current Recreation committee members are all seeking reappointments, and stated this is a new committee and the existing committee members are doing a great job. The current Recreation committee members are: Brian Hayden, Karl Curtis, Elaine English, Jill Hunter, Kari Harper-Merrithew, Kent Kuhn, Chris Stacey, Craig Melanson and Jim Kennedy. Jim Kennedy requested a motion to accept the reappointments of the Recreation committee members.

Terrence Ritchie informed the group he had requested to be part of this committee during the last Board Meeting. Jim Kennedy stated this motion was for the reappointments only and will ask for further interest after approving the reappointments. Jo-Anne Lockhart informed Jim Kennedy, Karl Curtis and Elaine English are not reappointments as they had expressed interest in becoming new members of the committee also at the last Board meeting and were not voted in during the meeting. Jim Kennedy requested a motion to reappoint Brian Hayden, Kari-Harper Merrithew, Jill Hunter, Kent Kuhn, Chris Stacey, Craig Melanson and Jim Kennedy to the Recreation committee.

A motion was made by Troy Stone and seconded by Brian Hayden to reappoint the existing members of the Recreation Committee: Brian Hayden, Jill Hunter, Kari Harper-Merrithew, Kent Kuhn, Chris Stacey, Craig Melanson and Jim Kennedy.

MOTION CARRIED

Brian Hayden informed Kari-Harper Merrithew, Kent Kuhn and Chris Stacey are members at large. The Recreation committee's terms of reference require a balance of 3 LSDs and 3 Mayors; currently there are 3 LSDs representatives and only 1 Mayor. Jim Kennedy inquired if there were 2 Mayors interested in joining the committee. Terrence Ritchie and Elaine English advised they would like to sit on the Recreation committee.

A motion was made by Craig Melanson and seconded by Brian Hayden to accept Terrence Ritchie and Elaine English as members of the Recreation Committee.

MOTION CARRIED

Craig Melanson advised ad-hoc members Tanya Hawkes and Kelly Foster have been invited to attend the Recreation committee meetings as advisors since they are the Recreational Directors from the municipalities, and are invited to ensure the municipalities and the Regional Service Commission work together.

Jim Kennedy stated as regulated by WVRSC By-law 3.3 and 3.4, the Chairs of the committees must be Board members; therefore, the Chairs of each committee must be appointed.

Oversight Chair: Craig Melanson nominated and Tim Linton seconded Karl Curtis as Chair of the Oversight Committee. Jim Kennedy called 3 times for further Oversight Chair nominations from the Board members; there were no further nominations.

MOTION CARRIED

Finance Chair: Brian Hayden nominated and Terrence Ritchie seconded Troy Stone as Chair of the Finance Committee. Jim Kennedy called 3 times for further Finance Chair nominations from the Board members; there were no further nominations.

MOTION CARRIED

Solid Waste Advisory Chair: Elaine English nominated and Brian Hayden seconded Craig Melanson as Chair of the Solid Waste Advisory Committee. Jim Kennedy called 3 times for further Solid Waste Advisory Chair nominations



from the Board members; there were no further nominations.

MOTION CARRIED

Recreation Chair: Terrence Ritchie nominated and Alexis Fenner seconded Brian Hayden as Chair of the Recreation Committee. Jim Kennedy called 3 times for further Recreation Chair nominations from the Board members; there were no further nominations.

MOTION CARRIED

Policing Chair: Terrence Ritchie stated he wished to nominate Arthur Slipp as Policing Chair. Jim Kennedy advised Arthur Slipp was not present and while Arthur Slipp wished to remain part of the committee no interest was expressed in being the Chair of the committee. Craig Melanson nominated Elaine English as Chair of the Policing committee and was seconded by Brian Hayden. Jim Kennedy asked if there were any further nominations.

Alexis Fenner requested her name be added as a nominee for the Policing committee Chair. Jim Kennedy asked the Board about the proper process to follow to conduct a vote for the Chair position of the Policing Committee. It was agreed by the members a show of hands would be required.

Brian Hayden stated a mover and a seconder was required to have Alexis Fenner stand for Chair of the Committee to bring it to a vote.

A motion was made by Brian Hayden and seconded by Terrence Ritchie to have Alexis Fenner stand as a nominee for the Chair of the Policing Committee.

MOTION CARRIED

Jim Kennedy inquired 3 times for further Policing Chair nominations from the Board; there were no further nominations. Alma Kilfoil requested each candidate give a brief statement of the reasons why they should be chosen as Chair of the Policing committee. Both Elaine English and Alexis Fenner addressed the Board members and stated the reasons for being Policing committee Chair.

Jim Kennedy asked the Board for a show of hands for Alexis Fenner – The result was 3.

Jim Kennedy asked the Board for a show of hands for Elaine English – The result was 9.

Jim Kennedy advised Elaine English was elected as Chair of the Policing Committee and thanked Alexis Fenner for her interest.

MOTION CARRIED

Jim Kennedy inquired if there were any further comments.

Terrence Ritchie thanked Alexis Fenner for hosting the Annual General Board meeting in Plaster Rock.



Adjournment:

A motion was made by Brian Hayden to adjourn the meeting at 9:10 p.m.

Recording Secretary: Bev Gullison

A handwritten signature in blue ink that reads "Troy Stone".

Troy Stone
Secretary

A handwritten signature in blue ink that reads "Jo-Anne Lockhart".

Jo-Anne Lockhart
Executive Director