



Board of Directors Meeting

April 12, 2016

CNHS, Florenceville-Bristol

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
Stephen Manuel, LSD Canterbury
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
Tim Linton, LSD Gordon

Regrets:

Gary Thomas
Leonard Foster, LSD North Lake
Paul Bradley, LSD Brighton
Terrence Ritchie, Mayor, Perth Andover

Absent:

Lance Graham, Meductic
Marven Demmings, Mayor, Aroostook

Staff In Attendance:

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

Meeting was called to order by Chair of the Board, James Kennedy at 6:30 p.m.

Approval of Agenda:

Motion: To approve the agenda of the April 12, 2016 meeting as presented.
Moved: Alexis Fenner
Seconded: Brian Hayden
Carried

Declaration of Conflict of Interest:

None

Approval of Minutes:

Motion: To approve the minutes of the February 16, 2016 meeting.
Moved: Joe Weston
Seconded: Gailen Allan
Carried

Presentations:

Board Member Presentations - Recreation Service Master

Jim Kennedy reminded the Board members that at the February 16 Board meeting Mayor Arthur Slipp had requested the motion to approve the Recreation Service Master plan be tabled, as his council required additional time to review the plan. Jim Kennedy stated as a result he received a letter from Mayor Slipp regarding The Town of Woodstock's recommendations to the Board and asked if Arthur Slipp wished to read



the letter to the Board. Arthur Slipp declined to read the letter and provided a summary of the letter's contents. Arthur Slipp advised the 17 recommendations listed in the Master Plan were reviewed by his council and noted the areas that received their support and those which were not supported. Arthur Slipp also advised the areas which did not directly affect the Town of Woodstock were noted as having "no comments". Arthur Slipp stated the recommendation most strongly supported was the construction of a new facility in Hartland and the recommendation most strongly objected was the building of an aquatic facility outside the region. Arthur Slipp stated his council voted on each of the 17 recommendations and all decisions are written in the letter. Arthur Slipp advised that after reviewing the Recreation Co-ordinator job description his council does not feel there is a need for a fulltime Recreation position, as the position appears to revolve around improving communications and collaboration. Arthur Slipp stated The Town of Woodstock is of the opinion these duties should fall under the responsibility of the Western Valley Recreation Association and the Regional Service Commission should appoint an individual to participate in this group.

Jim Kennedy offered the other Board members an opportunity to address their comments regarding the Recreation Master Plan.

Alexis Fenner stated Katelyn Hayden provided a presentation and clarified several council concerns regarding the 17 recommendations listed in the Master Plan. Alexis Fenner advised that since Plaster Rock is a smaller community her council agrees that most of the recommendations proposed are needed in the Village of Plaster Rock, however, her council was concerned if they would be required to accept all 17 recommendations. Alexis Fenner advised Katelyn Hayden informed council the recommendations and would not all necessarily be implemented and as a result the Plaster Rock council is endorsing the Recreation Master Plan.

Jim Kennedy informed the members that Katelyn Hayden had also provided this presentation to those who requested it, which included Florenceville-Bristol, Perth-Andover, Plaster Rock and the Local Service District chairs.

Craig Melanson informed the Board Members that the Town of Hartland also approved and supports the Master Plan and stated council understood the recommendations could be implemented as required. Craig Melanson advised council appreciates the difficulty to obtain an overall consensus comprising of 10 municipalities and 10+ LSDs. Craig Melanson stated council has determined the 17 recommendations are a good compromise of the region's needs and stated he saw this as an opportunity for LSDs to become more involved in the decision making process and should be a strong link between LSDs and municipalities to create some common ground.

Joe Weston advised as Chair of the LSD of Lakeville he is also endorsing the 17 recommendations for the Recreation Master Plan.

Troy Stone advised his council examined the master plan in detail and their major concern was they believed we may be putting the cart before the horse. Troy Stone stated when the Recreation Master plan was initially presented to the Board he recommended a round table discussion should occur regarding how we would pay for these services and this concern was a point of contention with my council, as we struggle to maintain current facilities throughout the area.

Troy Stone stated until we have a consensus on how these steps will be funded his council is not convinced that these recommendations make sense. Troy Stone advised we must determine how we can cost share these projects between the LSDs and the municipalities and does it make sense to possibly increase tax bills. Troy Stone advised that as a council if they have the option to pick and choose the services similar to the building inspection program they are not opposed. Troy Stone stated until these questions can be answered our council is hard pressed to move forward with this plan.



Craig Melanson advised he wished to respond to some of the concerns addressed. Craig Melanson stated with respect to the hiring of a Recreation Co-ordinator he wished to clarify that this position is a temporary position for 3 years and is partially paid for by the Province. Craig Melanson further stated many of the issues mentioned could be dealt with by this position, as they would investigate these issues to determine how the 17 recommendations could be implemented and if after the 3 year period we determine these some of these recommendations are not feasible then a final decision can be made. Craig Melanson said if this position is not created then how can we analyze the best means to implement these measures, as we are primarily inexperienced in this field. Craig Melanson advised he wished to see steps taken in order to provide us the opportunity to investigate these objectives now or we could possibly be in the same position in 5 years.

Brian Hayden referred to statements in the Development of Regions Summit final report regarding municipalities' frustrations with the resistance of neighboring communities to cost share in major recreational facilities, as the surrounding communities often perceive the lack of true consultation and joint decision making in the evolution of such projects and this is the stumbling block that we face in the future. Brian Hayden also stated this letter recommended that all Regional Service Commissions participate in the Recreation Planning exercise proposed and partially funded by the province.

Brian Hayden informed the members that the Western Valley Recreation Association also supports this master plan as they see the need for this position in order to co-ordinate efforts throughout the region.

Brian Hayden mentioned the results of the recreation survey clearly indicated that 43% of participants were not aware of existing recreational opportunities currently offered by the municipalities. Brian Hayden further stated 45% of respondents revealed the current activities offered were only somewhat adequate and these results clearly indicate there is room for improvement.

Brian Hayden reminded the members that funding for the proposed Recreation Coordinator position was included in this year's budget and stated if after a year we determine this position is no longer required, a decision can be made at that time. Brian Hayden discussed the ratio between the LSDs and the municipalities and noted that of the 35,000 population, 21,000 reside in a LSD and they require assistance with communication and co-ordination in working with the municipalities. Brian Hayden stated he believed this master plan is one means to ensure we can all work together.

Brian Hayden requested to restate his motion previously made at the February 16, 2016 Board meeting to accept the Recreational Service Master Plan.

Jim Kennedy informed the members there were two motions regarding the Recreation Master Plan presented at the last Board meeting. Jim Kennedy stated the first motion was to accept the Recreation Master Plan and the second motion was to approve the hiring of a Recreation Co-ordinator for a period of 3 years. Jim Kennedy reiterated the province is funding 75% of this position and the Regional Service Commission will fund the remaining 25% and specified the position would only be retained if funding continues to be available from the Province and if after the first year, funding is no longer available, the position would be discontinued in year two.

Arthur Slipp requested clarification if a yes vote would imply you were accepting all 17 recommendations listed in the Recreational Master Plan and Jim Kennedy confirmed this was accurate.

BE IT RESOLVED to adopt the Regional Recreation Service Master Plan: Western Valley Regional Service Commission and accept the 17 recommendations as prepared by Dillon Consulting Ltd.

Moved: Brian Hayden
Seconded: Craig Melanson



The votes opposed were recorded as follows:

Arthur Slipp
Ed Stone
Tim Linton
Troy Stone

Carried – (11 - 4 vote)

BE IT RESOLVED to implement item #1 of the 17 recommendations listed in the Regional Recreation Master Plan to create a Recreation Co-ordinator position for a period of three years, or as long as the Provincial funding is available. The position shall be re-evaluated at the end of the three-year period.

Moved: Brian Hayden
Seconded: Craig Melanson

The votes opposed were recorded as follows:

Arthur Slipp
Ed Stone
Tim Linton
Troy Stone

Carried – (11 - 4 vote)

Jim Kennedy stated he wished to address some of the Board Members' concerns regarding the Recreation Master Plan. Jim Kennedy reminded the members this involves regional collaboration and no money will be spent until it is approved in the budget, which requires members' review and approval. Jim Kennedy restated to the Board Members that the Master Recreation Plan proposal is only recommendations and nothing will be implemented until funding is available.

Business Arising:

RFP Update:

Jim Kennedy advised the office space request for proposal has been advertised and a copy was sent to all members for distribution. Jim Kennedy reminded the members the office lease expires in September 2016 and the Executive Committee will be reviewing each proposal after the closing date of April 29 and their findings will be presented at the May 17 Board meeting. Jim Kennedy thanked Brent Pearson for offering his professional services in preparing the request for proposal at no cost to the Commission.

New Business:

2015 Financial Audit Report

Troy Stone reviewed the 2015 audited financial statements as prepared by Lenehan McCain. Troy Stone advised the audited financial statements were approved by the Finance Committee during their April 12, 2016 meeting and noted it was a clean audit report, having no material misstatements. Troy Stone advised Board approval is required before submitting to the Province. Troy Stone provided a financial statement overview to the members, noting the 2015 actual revenue and expenditures were consistent with the 2015 budget. Troy Stone advised the primary budget variances were due to a decrease in solid waste and recycling tonnages collected and a decrease in Planning expenditures due to GIS software not purchased.



Alma Kilfoil inquired if we had made a decision to not purchase the GIS software and Troy Stone confirmed this was accurate, as we have decided to contract this service from another Regional Service Commission.

BE IT RESOLVED to accept the 2015 audited financial report as presented

Moved: Troy Stone

Seconded: Steve Manual

Carried

Signing Authority Recommendation

Troy Stone requested approval from the Board to increase the current signing authority limitations for the Executive Director, Katelyn Hayden and the Financial Administrator, Joan Kennedy. Troy Stone advised the limit is currently set at \$10,000 and noted since several of the monthly invoices exceed \$10,000, the Finance committee is recommending increasing the signing authority limit to \$15,000 and Chairman of the Board, Jim Kennedy will be required to sign any cheque in excess of \$15,000 along with either Katelyn Hayden or Joan Kennedy.

BE IT RESOLVED to revise the check signing authority for the Executive Director, Katelyn Hayden and Financial Administrator, Joan Kennedy for all financial disbursements under \$10,000 be revised to under \$15,000 and for expenditures over \$15,000 the signing officer shall be the Chair of the Board and either Katelyn Hayden or Joan Kennedy.

Moved: Troy Stone

Seconded: Joe Weston

Carried

Brian Hayden advised as Chair of the Recreation Committee he would like to recommend that the Municipalities be invited to the next Recreation Committee meeting to discuss cost-sharing models and Jim Kennedy agreed this was a good idea. Brian Hayden stated he would work with the office and advise when a meeting can be scheduled.

Jim Kennedy asked Katelyn Hayden why Public Safety was not in attendance as planned and she stated the representative that was scheduled to attend had another commitment and they did not feel comfortable sending a replacement. Katelyn Hayden stated she will invite them again to the next Board meeting, as they wish to discuss the RCMP contracts.

Katelyn Hayden updated the members that the speed sign was received and has been tested at Route 560, Jacksonville and examined by the RCMP to ensure it was properly calibrated. Katelyn Hayden advised the sign is currently located in Lakeville and requested all members send her an email listing their priority locations within their areas where they would like to see the sign placed, as a schedule will be prepared. Katelyn Hayden stated Sgt J.P. McDougall was pleased to have the sign data available for them.

Katelyn Hayden informed the members she attended a meeting with Recycle NB and was informed they will be implementing a provincial E-Waste program similar to the existing provincial paint program in late 2016 or early 2017. Katelyn Hayden stated this program will be administered by the same company currently operating these programs in Nova Scotia and Prince Edward Island.

Katelyn Hayden advised there will be a Curbside Recycling update at the next Board Meeting and that she is pleased to report that our current waste collectors and the Woodstock transfer station are keen to partner with us on this project.

Jim Kennedy inquired if there were any further questions.



Jim Kennedy advised the next Board meeting is scheduled for May 17 and the location has not yet been determined.

In Camera Session:

None

Adjournment:

Motion: The Chair, Jim Kennedy called for a motion to adjourn the meeting at 7:20 p.m.

Moved: Alexis Fenner

Recording Secretary: Bev Gullison

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

Troy Stone
Secretary

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

Katelyn Hayden
Executive Director