



Board of Directors Meeting
August 23, 2016
Canterbury Village Hall, Canterbury, NB

In Attendance:

James Kennedy, Chair, LSD Debec
Arthur Slipp, Mayor, Woodstock
Craig Melanson, Mayor, Hartland
Gailen Allan, LSD Aberdeen
Karl Curtis, Mayor, Vice-Chair, Florenceville-Bristol
Michael Stewart, Mayor, Centreville
Tim Linton, LSD Gordon

Alexis Fenner, Mayor, Plaster Rock
Brian Hayden, LSD Woodstock
Elaine English, Mayor, Canterbury
Jill Hunter, LSD, Peel
Marianne Bell, Mayor, Perth Andover
Stephen Manuel, LSD Canterbury
Troy Stone, Secretary, Mayor, Bath

Regrets:

Alma Kilfoil, LSD, Kent
Brent Pearson, LSD Glassville

Absent:

Lance Graham, Meductic
Marven Demmings, Mayor, Aroostook
Teena McMullin
Joseph Weston, LSD Lakeville

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 6:40 p.m.

Approval of Agenda:

Motion: To approve the agenda of the August 23, 2016 meeting.
Moved: Alexis Fenner
Seconded: Brian Hayden
Carried

Declaration of Conflict of Interest:

None

Approval of Minutes:

Motion: To approve the minutes of the May 17, 2016 meeting.
Moved: Elaine English
Seconded: Stephen Manuel
Carried

Business Arising:

None



In Camera Session:

6:45pm – 6:55pm

Presentations:

None

Committee Reports:

Finance Committee:

Troy Stone, Chair of the Finance Committee, advised the Finance Committee has reviewed the budget in detail and was approved during the meeting of August 23, 2016. Troy Stone stated that due to time constraints the budget will be presented at a high level during the Board Meeting and stated that if there were any concerns, please advise and they will provide further clarification.

Joan Kennedy, Finance Administrator, presented the draft 2017 budget to the Board members and answered questions as directed.

Jim Kennedy informed the members the draft budget will be sent to the Department of Local Government and municipalities for review and approval. Jim Kennedy stated that Peter Kavanagh will review the budget with each of the local service district chairs and Joan Kennedy will present the budget to them.

Jim Kennedy advised the 2017 budget will require approval at the October 18 Board Meeting for approval and submission to the province. Jim Kennedy recommended that an electronic copy of the draft budget be sent to all members.

A motion to provide the 2017 draft budget to the municipalities and the Department of Local Government was made by Troy Stone, Finance Committee Chair.

Motion: To accept the 2017 draft budget be submitted for review to the municipalities and Department of Local Government

Moved: Troy Stone

Seconded: Elaine English

Carried

Troy Stone presented the 2nd quarter financial statements as of June 30, 2016, as approved by the Finance Committee during the August 10, 2016 Finance meeting.

Brian Hayden requested the 2nd quarter financial statement be sent to all Board members and Jim Kennedy recommended that all future quarterly financial statements be sent electronically to the Board members at least a couple days prior to each Board meeting.

Motion: To approve the 2nd quarter financial statements as of June 30, 2016 as presented.

Moved: Troy Stone

Seconded: Tim Linton

Carried

Local Planning – PRAC Appointments:

Jim Kennedy advised that the terms of Andy Leech, current committee Chair and Trevor Welch, committee member of the Planning Review and Adjustment Committee have expired as of June 30 and require reappointments. Katelyn Hayden stated that both members have reoffered to sit on the PRAC committee and a motion to reappoint is required.



Motion: To reappoint Andy Leech and Trevor Welch Committee members of the Planning Review and Adjustment committee for a 4 year term.
Moved: Arthur Slipp
Seconded: Michael Stewart
Carried

Solid Waste:

Katelyn Hayden informed members that the transfer station is now under new ownership and was purchased by Fero (Dexter Group) and stated meetings have been held with the new owners and they have confirmed they are willing to work with us on the exploration of curbside recycling collection.

Katelyn Hayden advised the cost to hold the 2017 Household Hazardous Waste days will be almost double the cost of past years, as Cogerno no longer will be conducting these events. Katelyn Hayden advised we will be contracting Atlantic Industrial and the Solid Waste committee will need to evaluate how many of these events we can afford to conduct.

Katelyn Hayden stated the province is implementing a permanent electronic waste program and should be in place in early 2017, as they are now working on details such as depot locations, etc. Katelyn Hayden advised as a result we will not be conducting E-Waste collection days.

Jim Kennedy advised to conduct Hazardous waste days is an expensive program but there is an expectation that these events be held in order to provide the public an opportunity to dispose of hazardous waste safely. Jim Kennedy stated as a cost savings measure, unfortunately the number of locations may need to be reduced.

Steve Manuel asked if the Department of Environment could be approached to assist with the cost and Katelyn Hayden advised that we currently receive an environmental trust fund grant but the additional cost has increased significantly due to contracting a private company to provide the service. Steve Manuel stated his concerns regarding where these materials would be disposed of if we did not conduct the programs.

Jim Kennedy stated the Department of Environment will need to address this issue to ensure the public is offered an on-going means to dispose of hazardous waste safely and we should continue to direct our concerns to them.

Chair's Report

Jim Kennedy informed the members that Gerret Hoekman, Building Inspector, will be retiring the end of August and wished him the best of luck in his retirement.

New Business:

Executive and Committee Member Appointments:

Jim Kennedy stated a Nominating committee was selected at the last Board meeting and the committee has met and Craig Melanson will be presenting the list of recommendations for approval this evening.

Jim Kennedy advised this is an open forum and anybody can belong to any committee but stated that



more members does not necessarily equate to being more effective, and the Nominating committee has attempted to consider all factors, including cost when making recommendations. Jim Kennedy advised the Nominating committee has ensured every member is on at least one committee.

Jim Kennedy informed the Board that this will be his last meeting as the Chair, and advised it was the assistance of great members that allowed progress to continue during his term, and stated we will see even more progress during the next few years, which will take us to the next level.

Craig Melanson stated the Nominating committee attempted to ensure there was equal LSD and municipality representation on all committees. Craig Melanson advised that Jim Kennedy suggested the chair position alternate between LSD and municipality representation and the Nominating committee agreed this was a sound recommendation.

Craig Melanson thanked Jim Kennedy for his service as Chair and advised he has done an excellent job with leading the Board through good and bad times and his efforts are truly appreciated.

Craig Melanson advised the Nominating committee is recommending the creation of a new Past Chair position to become a member of the Executive Committee. Craig Melanson noted this position is common in many organizations and in order to create this position an amendment to section 2.6 of the Procedural By-Law would be necessary and requested a motion. Alexis Fenner advised this is a necessary position, as the expertise and guidance of the Past Chairman is valuable.

Motion: To amend By-Law 2.6 of the Western Valley Regional Service Commission Procedural By-Law to create the position of 'Past Chair'
Moved: Alexis Fenner
Seconded: Elaine English
Carried

Arthur Slipp inquired if a vote should be called and questioned if this amendment could legally be completed during a Board Meeting, as he believes these types of procedural changes are typically completed at an Annual meeting and advance notices are required.

Jim Kennedy stated our by-laws should be reviewed by our Oversight Committee in the near future, as there are many areas we have discovered over the past 4 years that need to be revised.

Katelyn Hayden reviewed the procedural by-laws and the Regional Service Delivery Act and there was no reference indicating these types of amendments could not be accomplished at a Board meeting.

Craig Melanson requested a vote and one nay vote was offered by Arthur Slipp.

Craig Melanson advised the Nominating committee has made the following position recommendations and stated if any of the Board Members had any further nominations please feel free to submit when the committee recommended appointments are being read:

Executive Committee:

Chair: Elaine English

Craig Melanson requested 3 times if there were any further nominations for the position of Chair. There were no further nominations.

Elaine English accepted the position.

Craig Melanson declared Elaine English as Chair.



Vice-Chair: Brent Pearson

Craig Melanson advised that Brent Pearson is absent tonight but has accepted the position.
Craig Melanson requested 3 times if there were any further nominations for the position of Vice-Chair.
There were no further nominations.
Craig Melanson declared Brent Pearson as Vice-Chair

Secretary: Troy Stone

Craig Melanson requested 3 times if there were any further nominations for the position of Secretary.
There were no further nominations.
Troy Stone accepted the position.
Craig Melanson declared Troy Stone as Secretary

Past Chair: Jim Kennedy

Craig Melanson inquired if there were any objections
There was one objection declared by Arthur Slipp
Craig Melanson declared Jim Kennedy as Past Chair

Recording Secretary: Bev Gullison

Craig Melanson requested 3 times if there were any further nominations for the position of Recording Secretary
Craig Melanson declared Bev Gullison as Recording Secretary

Committee Members:

Craig Melanson advised that he is a member of the Finance committee primarily due to being the Chair of the Solid Waste committee, which consists of the largest portion of our budget.

Finance Committee:

Chair: Troy Stone
Arthur Slipp
Brian Hayden
Tim Linton
Craig Melanson
Alma Kilfoil
Elaine English (*Board Chair*)

Craig Melanson requested 3 times if there were any further nominations for the Finance committee.
There were no further nominations.
Craig Melanson declared the Finance committee members as recommended by the Nominating committee.

Oversight Committee:

Chair: Jim Kennedy
Arthur Slipp
Marianne Bell
Teena McLellan
Steve Manuel
Elaine English (*Board Chair*)

Craig Melanson requested 3 times if there were any further nominations for the Oversight committee.
There were no further nominations.



Craig Melanson declared the Oversight committee members as recommended by the Nominating committee.

Police Committee:

Chair: Steve Manuel
Alexis Fenner
Arthur Slipp
Brian Hayden
Gailen Allan
Jim Kennedy
Michael Stewart
Elaine English (*Board Chair*)

Craig Melanson requested 3 times if there were any further nominations for the Police committee. There were no further nominations.

Craig Melanson declared the Police committee members as recommended by the Nominating committee.

Recreation Committee:

Chair: Brian Hayden
Brent Pearson
Craig Melanson
Jill Hunter
Chris Stacy
Kari Harper-Merrithew
Kent Kuhn
Elaine English (*Board Chair*)

Craig Melanson requested 3 times if there were any further nominations for the Recreation committee. There were no further nominations.

Craig Melanson declared the Recreation committee members as recommended by the Nominating committee.

Arthur Slipp inquired if Kent Kuhn was a member due to being a provincial employee or an LSD representative. Jim Kennedy advised he is part of the Recreation Committee due to his recreational experience and is not there because he is a provincial employee.

Solid Waste Committee:

Chair: Craig Melanson
Jim Kennedy
Joe Weston
Keith Helmuth
Luc Marcoux
Leonard Foster
Elaine English (*Board Chair*)

Craig Melanson requested 3 times if there were any further nominations for the Solid Waste committee. There were no further nominations.

Craig Melanson declared the Solid Waste committee members as recommended by the Nominating committee.



Katelyn Hayden advised the next Board of Directors meeting is scheduled for October 18, 2016 and noted if a Board table was available the meeting may be conducted at the new office location in Centreville.

Adjournment:

Motion: The Chair, Jim Kennedy, called for a motion to adjourn the meeting at 8:00 p.m.

Moved: Alexis Fenner

Recording Secretary: Bev Gullison

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

Troy Stone
Secretary

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

Katelyn Hayden
Executive Director