

**Regional Service Commission 11 – Board of Directors Meeting
Minutes of March 1, 2016
Fredericton City Hall**

In attendance:

Peter Morrison, LSD Member	Scott Smith, LSD Member	Bev Forbes, Mayor of Millville
Dale Mowry, Mayor of Tracy	Daryl Prince, LSD Member	Don Fitzgerald, RSC 11 Staff
Gary Mersereau, Mayor of Fredericton Junction	Edward Farris, Mayor of Chipman	Kelly Brewer, RSC 11 Staff
Judy Wilson-Shee, Mayor of New Maryland	Mark Foreman, Mayor of Stanley	Michelle MacDonnell, RSC 11 Staff
Darren MacKenzie, Deputy Mayor of Hanwell	Gerard Daly, LSD Member	Claude Leger, Accountant
Blair Cummings, Mayor of Cambridge-Narrows	Eleanor Lindsay, LSD Member	Ivan Corbett DELG
Nancy Cronkhite, Mayor of Nackawic	Mike Blaney, Mayor of Gagetown	Kenneth Hill, member of public
Mike Chamberlain, LSD Member	Robert Powell, Mayor of Oromocto	

1. Call to Order

Chair, Judy Wilson-Shee called the meeting to order at 6:30 pm.

2. Attendance

Attendance was taken.

Judy Wilson-Shee commented that Susan Cassidy is unable to attend and representing Hanwell is Deputy Mayor Darren MacKenzie. Eric Megarity and Eric Barnett also sent regrets.

3. Approval of Agenda

ON MOTION BY Nancy Cronkhite, seconded by Eleanor Lindsay, the Board approve the agenda of March 1, 2016.
MOTION CARRIED UNANIMOUSLY

4. Conflict of Interest Declaration

There were no conflicts of interest declared. However, Chair, Judy Wilson-Shee, had considered the question of conflict of interest with respect to item 7 c – Transition Issues - on the agenda and that she had decided that if the recommendation was adopted she would not accept the additional payment for chairing a meeting during the period between the AGM and the election of a new Chair in September. As a result there would be no potential financial gain to her and based on that she determined that in this case she did not have a conflict.

5. Adoption of Minutes

ON MOTION BY Mike Chamberlain, seconded by Robert Powell, the Board approve the minutes of February 2, 2016.
MOTION CARRIED ON DIVISION

The votes were recorded as follows:

VOTES FOR		VOTES AGAINST
Mike Blaney	Judy Wilson-Shee	Gerard Daly
Blair Cummings	Mark Foreman	
Dale Mowry	Darren MacKenzie	
Nancy Cronkhite	Daryl Prince	
Bev Forbes	Scott Smith	
Edward Farris	Mike Chamberlain	
Robert Powell	Peter Morrison	
Gary Mersereau	Eleanor Lindsay	

6. Public presentation

a. Investment Policy Statement

Tony Spares from Scotiabank, gave a presentation on the Investment Policy Statement. The presentation was included in the board package.

b. Finance Committee Report

Peter Morrison presented the finance committee report dated March 1, 2016 that reports on the January 18, 2016 meeting concerning the investment policy statement.

ON MOTION BY Peter Morrison, seconded by Dale Mowry, the Board receive the Finance Committee Report dated March 1, 2016. **MOTION CARRIED UNANIMOUSLY**

c. Staff Report IPS

Don Fitzgerald’s report on the Post Closure Fund and Investment Policy Statement were included in the board package. Don confirmed that the IPS conforms to legislation.

ON MOTION BY Peter Morrison, seconded by Robert Powell, the Board adopt the draft Investment Policy Statement. **MOTION CARRIED UNANIMOUSLY**

7. Committee Reports

a. Audit Committee

Scott Smith presented the Audit Committee report dated March 1, 2016.

ON MOTION BY Scott Smith, seconded by Nancy Cronkhite, the Board receive the report of the Audit Committee dated March 1, 2016. **MOTION CARRIED ON DIVISION**

The votes were recorded as follows:

VOTES FOR		VOTES AGAINST
Mike Blaney	Judy Wilson-Shee	Gerard Daly
Blair Cummings	Mark Foreman	
Dale Mowry	Darren MacKenzie	
Nancy Cronkhite	Daryl Prince	
Bev Forbes	Scott Smith	
Edward Farris	Mike Chamberlain	
Robert Powell	Peter Morrison	
Gary Mersereau	Eleanor Lindsay	

b. Finance Committee

Peter Morrison presented the finance report dated March 1, 2016 that reports on the February 10 meeting.

ON MOTION BY Peter Morrison, seconded by Mike Blaney, the Board receive the finance committee report dated March 1, 2016. **MOTION CARRIED UNANIMOUSLY**

Playhouse Model

ON MOTION BY Peter Morrison, seconded by Mike Chamberlain, BE IT RESOLVED that:

That Regional Service Commission 11 declares that a shared funding model for the local government contribution to the development of a regional performing arts centre based 50% on the region’s communities’ attendance and 50% on the region’s communities’ share of the region’s non-residential tax base is an equitable method of cost sharing.

That the schedule attached summarizes that funding model;

And that such endorsement does not represent any financial commitment from the commission or its member communities to contribute to the development of such a centre. **MOTION CARRIED ON DIVISION**

The votes were recorded as follows:

VOTES FOR		VOTES AGAINST	
Darren MacKenzie	Mike Chamberlain	Judy Wilson-Shee	Daryl Prince
Scott Smith	Mike Blaney	Gerard Daly	Dale Mowry
Robert Powell	Mark Foreman	Gary Mersereau	Bev Forbes
Peter Morrison	Ed Farris	Eleanor Lindsay	
Nancy Cronkhite	Blair Cummings		

Purchasing Authority

ON MOTION BY Peter Morrison, seconded by Blair Cummings, BE IT RESOLVED that:

All purchasing shall comply with the Procurement Act, the Municipalities Act, the Clean Environment Act and all Regulations relating thereto.

The equipment, materials and service requirements of the Commission shall be acquired at the lowest cost consistent with quality and level of service necessary.

Purchase orders for equipment, materials, and services shall be signed by the authorized personnel.

Purchasing authority shall be as follows:

- a. Executive Director – up to \$125,000
 - i. The Executive Director may assign up to \$50,000 of his/her purchasing authority to employees as required.
- b. General Manager of the Solid Waste Division up to \$100,000
 - i. The General Manager may assign purchasing authority up to \$10,000 to employees as required,
- c. General Manager of Planning and Development Services – up to \$10,000
 - i. The Planning Director may assign purchasing authority up to \$1,000 to employees as required.

Purchases above the established purchasing authority limits shall be approved by the Board through Board motion or the approved annual budget. **MOTION CARRIED ON DIVISION**

The votes were recorded as follows:

VOTES FOR		VOTES AGAINST
Judy Wilson-Shee	Eleanor Lindsay	Gerard Daly
Daryl Prince	Mark Foreman	
Scott Smith	Bev Forbes	
Robert Powell	Ed Farris	
Peter Morrison	Blair Cummings	
Dale Mowry	Nancy Cronkhite	
Gary Mersereau	Mike Chamberlain	
Mike Blaney	Darren MacKenzie	

Signing Authorities

ON MOTION BY Peter Morrison, seconded by Mike Blaney, BE IT RESOLVED that:

The following signing authorities are established with respect to all expenditures of Regional Service Commission 11:

All cheques and electronic fund transfers issued for payment of expenditures shall bear two signatures.

- For the Corporate Services and Co-operative and Regional Planning Division of RSC 11, any two of the Chair of the Board, the Executive Director, the Chief Financial Officer or the Secretary;
- For the Solid Waste Division of RSC 11, at least one of the Chair of the Board, the Executive Director or the Chief Financial Officer and one other of the Chair, Executive Director, the General Manager of Solid Waste, or the Chief Financial Officer;
- For the Planning and Development Services Division of RSC 11, at least one of the Chair of the Board, the Executive Director or the Chief Financial Officer and one other of the Chair, Executive Director, the General Manager of Planning and Development, Chief Financial Officer or the Manager of Operations and Planning.

MOTION CARRIED ON DIVISION

The votes were recorded as follows:

VOTES FOR		VOTES AGAINST
Judy Wilson-Shee	Eleanor Lindsay	Gerard Daly
Daryl Prince	Mark Foreman	
Scott Smith	Bev Forbes	
Robert Powell	Ed Farris	
Peter Morrison	Blair Cummings	
Dale Mowry	Nancy Cronkhite	
Gary Mersereau	Mike Chamberlain	
Mike Blaney	Darren MacKenzie	

c. Governance Committee

Gary Mersereau presented the Governance Committee report dated March 1, 2016.

ON MOTION BY Gary Mersereau, seconded by Bev Forbes, the Board receive the report of the Governance Committee dated March 1, 2016. **MOTION CARRIED UNANIMOUSLY**

Transition Issues

ON MOTION BY Gary Mersereau, seconded by Bev Forbes, whereas the municipal elections are being held; where as the LSD Chairs will be reselected; and whereas to include any potential new member for an executive position,

BE IT RESOLVED that the Board of Regional Service Commission 11 extends the term of its current Chair and Vice Chair to the September 2016 Board Meeting;

And that on that date the Board select a new Chair and Vice Chair in accordance with the process outlined in its Procedural By-law Section 2.5.1;

And that the terms of the Chair and Vice Chair so chosen expire at the 2017 Annual General Meeting.

MOTION CARRIED ON DIVISION

The votes were recorded as follows:

VOTES FOR		VOTES AGAINST
Darren MacKenzie	Judy Wilson-Shee	Peter Morrison
Scott Smith	Gary Mersereau	Mike Blaney
Robert Powell	Eleanor Lindsay	Gerard Daly
Nancy Cronkhite	Ed Farris	Daryl Prince
Mike Chamberlain	Dale Mowry	
Mark Foreman	Blair Cummings	
Bev Forbes		

d. Planning Management Committee

Gerard Daly presented the Planning Management Committee report dated March 1, 2016.

ON MOTION BY Gerard Daly, seconded by Peter Morrison, the Board receive the report of the Planning Management Committee dated March 1, 2016. **MOTION CARRIED UNANIMOUSLY**

8. Staff Reports

a. Executive Director Report

Don Fitzgerald distributed a copy of a letter he received from the Minister of Environment and Local Government earlier in the day.

Don commented that the letter indicates that Regional Service Commissions will play a role in the restructuring process. He has no further information on this but will find out more at a meeting being held with the Executive Directors on March 29.

Peter Morrison questioned the wording of "...minimum population of at least 4,000 or a tax base..." this has always been "and" not "or". Don will look into this.

9. Resolutions

a. Meeting Dates:

ON MOTION BY Robert Powell, seconded by Daryl Prince, Resolution: Be it resolved that pursuant to Section 5.2 of the Regional Service Commission 11 Procedural By-law, that the meetings of the Board of Directors for 2016 be as follows:

April 5 2016 – New Maryland Centre

June 7 2016 – Oromocto town hall

MOTION CARRIED UNANIMOUSLY

10. Adjournment

ON MOTION BY Nancy Cronkhite, seconded by Robert Powell the meeting was adjourned at 8:30 pm.

Minutes recorded by Wendy Constable.

Judy Wilson-Shee, Chair RSC 11

Don Fitzgerald, Executive Director RSC 11