

**Regional Service Commission 11 – Board of Directors Meeting  
Annual General Meeting  
Minutes of April 4, 2017  
New Maryland Centre**

**In attendance:**

Robert Powell, Mayor of Oromocto  
Mark Foreman, Mayor of Stanley  
Mike Chamberlain, LSD Member  
Donald Gould, Mayor of Minto  
Gary Mersereau, Mayor of Fredericton-Junction  
Judy Wilson-Shee, Mayor of New Maryland  
Blair Cummings, Mayor of Cambridge-Narrows  
Carson Atkinson, Mayor of Chipman  
Kate Rogers, Deputy Mayor of Fredericton

Dale Mowry, Mayor of Tracy  
Chris Melvin, Mayor of Hanwell  
Peter Morrison, LSD Member  
Daryl Prince, LSD Member  
Bev Forbes, Mayor of Millville  
Debby Peck, LSD Member  
Scott Smith, LSD Member  
Ian Kitchen, Mayor of Nackawic  
Eleanor Lindsay, LSD Member

Mike Blaney, Mayor of Gagetown  
Don Fitzgerald, RSC 11 Staff  
Mari-Kaye Langton, RSC 11 Staff  
Kelly Shaw, RSC 11 Staff  
Brett McCrea, RSC 11 Staff  
Stephen McAlinden, RSC 11 Staff  
Ivan Corbett, DELG

**1. Call to order**

The meeting was called to order at 6:30 pm by Don Fitzgerald, Executive Director. Mr. Fitzgerald explained that the terms of the Chair and Vice Chair have expired and the first order of business is to elect a new Chair.

**2. Attendance**

Attendance was taken.

**3. Election of Chair**

Mr. Fitzgerald called for nominations and self nominations.

Judy Wilson-Shee was nominated by Dale Mowry and seconded by Kate Rogers. Ms. Wilson-Shee accepted the nomination.

Peter Morrison nominated Scott Smith but Mr. Smith declined the nomination.

There being no other nominations Ms. Wilson-Shee was declared elected by acclamation.

Ms. Judy Wilson-Shee took the Chair's seat and called for nominations for Vice Chair.

**4. Election of Vice Chair**

Mike Chamberlain nominated Peter Morrison however Mr. Morrison declined the nomination.

Eleanor Lindsay nominated Scott Smith, seconded by Debby Peck. Mr. Smith accepted the nomination.

There being no other nominations Mr. Smith was declared elected by acclamation.

**5. Approval of the Agenda**

**ON MOTION BY Carson Atkinson, seconded by Don Gould, the Board approve the agenda of April 4, 2017.**

**MOTION CARRIED UNANIMOUSLY**

**6. Conflict of Interest Disclosure**

There were no conflicts of interest declared.

**7. Adoption of Minutes - March 7, 2017**

**ON MOTION BY Mark Foreman, seconded by Peter Morrison, the Board approve the minutes of March 7, 2017.**

**MOTION CARRIED UNANIMOUSLY**

**8. Finance Committee Report**

**a. Tender Award Recommendation**

**ON MOTION BY Mike Chamberlain, seconded by Donald Gould, that the Board receive the report of the Finance Committee dated April 4, 2017.** **MOTION CARRIED UNANIMOUSLY**

**ON MOTION BY Mike Chamberlain, seconded by Michael Blaney, that Tender 01-2017-LOADER-022817 be awarded to SMS Equipment for one new 2017 Komatsu WA 320-8 loader as described in the tender for \$207,500 + tax.** **MOTION CARRIED UNANIMOUSLY**

**9. Annual Reports**

**a. Audit Committee**

**ON MOTION BY Dale Mowry, seconded by Bev Forbes, that the Board receive the report of the Audit Committee dated April 4, 2017.** **MOTION CARRIED UNANIMOUSLY**

Darren Lawrence from MacMillan Lawrence and Lawrence presented the draft 2016 financial statements.

**ON MOTION BY Dale Mowry, seconded by Carson Atkinson, the Board receive and approve the December 31, 2016 draft financial statements of Regional Service Commission 11.** **MOTION CARRIED UNANIMOUSLY**

**ON MOTION BY Dale Mowry, seconded by Mike Chamberlain, the Board appoint the firm of MacMillan Lawrence and Lawrence as the Commission's auditors for fiscal 2017.** **MOTION CARRIED UNANIMOUSLY**

**b. Staff Report – Annual Report**

The Executive Director presented the staff report on the annual report as included in the board package. Mr. Fitzgerald stated that the Table of Contents needs to be corrected as the years should read 2016 not 2015 for the Appendices.

**ON MOTION BY Chris Melvin, seconded by Dale Mowry, the Board adopt the attached draft Annual Report as the Commission's Annual Report and that it be distributed as described in Section 33 of the Regional Services Delivery Act.** **MOTION CARRIED UNANIMOUSLY**

**10. By-Law Consideration**

**a. Governance Committee Report**

**ON MOTION BY Debby Peck, seconded by Chris Melvin, that the Board receive the report of the Governance Committee dated April 4, 2017.** **MOTION CARRIED UNANIMOUSLY**

**ON MOTION BY Debby Peck, seconded by Chris Melvin, that the Board of Regional Service Commission 11 adopt the Planning Review and Adjustment Committee By-Law PRAC 3 and that the Planning Review and Adjustment Committee By-Law PRAC-2 (dated April 8, 2014) be repealed.** **MOTION CARRIED UNANIMOUSLY**

**ON MOTION BY Debby Peck, seconded by Carson Atkinson, that while the Board of Regional Service Commission 11 recognizes that there are several decisions to be made to adopt a new Procedural By-Law, it does agree with the recommendations for changes detailed in the attachment to the Staff Report on the subject dated April 4, 2017.** **MOTION CARRIED UNANIMOUSLY**

**ON MOTION BY Debby Peck, seconded by Carson Atkinson, that while the Board of Regional Service Commission 11 recognizes that there are several decisions to be made to adopt a new Procedural By-Law, it**

does agree that the Director’s remuneration detailed in Section 9.2 of the by-law should be set at \$150.00 for the Chair and \$125.00 per meeting for the Vice Chair and members. **MOTION CARRIED ON DIVISION**

The votes were recorded as follows:

<b>VOTES FOR</b>		<b>VOTES AGAINST</b>	
Donald Gould	Mark Foreman	Mike Blaney	Scott Smith
Chris Melvin	Eleanor Lindsay		
Ian Kitchen	Kate Rogers		
Blair Cummings	Gary Mersereau		
Debby Peck	Peter Morrison		
Carson Atkinson	Dale Mowry		
Bev Forbes	Robert Powell		
Judy Wilson-Shee	Daryl Prince		
Mike Chamberlain			

**ON MOTION BY Debby Peck, seconded by Chris Melvin, that the Board of Regional Service Commission 11 adopt the Procedural By-Law P-4 and that the Procedural By-Law P-3 (dated April 8, 2014) be repealed.**  
**MOTION CARRIED UNANIMOUSLY**

**ON MOTION BY Debby Peck, seconded by Chris Melvin, that the staff be directed to take such action as necessary to make the adjustment to Director’s remuneration detailed in Section 9.2 of Procedural By-Law P-4 retroactive to January 1, 2017.**  
**MOTION CARRIED UNANIMOUSLY**

**11. Adjournment**

**ON MOTION BY Daryl Prince, seconded by Peter Morrison, the meeting be adjourned at 8 pm.**

Minutes recorded by Wendy Constable.

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 Judy Wilson-Shee, Chair RSC 11

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 Don Fitzgerald, Executive Director, RSC 11