

**Regional Service Commission 11 – Board of Directors Meeting  
Minutes of May 2, 2017  
New Maryland Centre**

**In attendance:**

Robert Powell, Mayor of Oromocto  
Mark Foreman, Mayor of Stanley  
Mike Chamberlain, LSD Member  
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  
Bev Forbes, Mayor of Millville  
Chris Melvin, Mayor of Hanwell  
Peter Morrison, LSD Member  
Daryl Prince, LSD Member  
Scott Smith, LSD Member  
Ian Kitchen, Mayor of Nackawic  
Eleanor Lindsay, LSD Member

Donald Gould, Mayor of Minto  
Debby Peck, LSD Member  
Mike Blaney, Mayor of Gagetown  
Don Fitzgerald, RSC 11 Staff  
Mari-Kaye Langton, RSC 11  
Kelly Shaw, RSC 11 Staff  
Brett McCrea, RSC 11 Staff  
Stephen McAlinden, RSC 11 Staff

**1. Call to order**

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

**2. Attendance**

Attendance was taken.

**3. Approval of the Agenda**

**ON MOTION BY Carson Atkinson, seconded by Eleanor Lindsay the Board approve the agenda of May 2, 2017.**

**MOTION CARRIED UNANIMOUSLY**

**4. Conflict of Interest Disclosure**

There were no conflicts of interest declared.

**5. Adoption of Minutes - April 4, 2017**

**ON MOTION BY Don Gould, seconded by Debby Peck, the Board approve the minutes of April 4, 2017.**

**MOTION CARRIED UNANIMOUSLY**

**6. CPT form**

Don Fitzgerald stated that staff will be reaching out to each affected Board Member over the next 30 days to complete the CPT 30 form in order to fulfill our requirements for CRA.

**7. Committee Appointments**

Scott Smith, Vice Chair, stated that the committee appointments were being distributed to the board members at the meeting. The last committees were struck in October and it is the opinion of the Chair and Vice Chair that the current appointments are working well and they will remain as they are.

**8. First Quarter Tender Report**

Don Fitzgerald stated that the First Quarter Tender Report was included in the board package. He stated that there were no tenders awarded in first quarter.

**9. Committee Reports**

**a. Finance Committee**

Mike Chamberlain presented the Finance Committee Report dated May 2, 2017 as included in the board package.

**ON MOTION BY Mike Chamberlain, seconded by Donald Gould, that the Board receive the report of the Finance Committee dated May 2, 2017.**

**MOTION CARRIED UNANIMOUSLY**

**ON MOTION BY Mike Chamberlain, seconded by Dale Mowry, that Tender 03-17-CSGDL-04-04-17 be awarded to MIRA Construction Ltd. for the supply of clear stone as described in the tender for \$328,000 + tax.**

**MOTION CARRIED UNANIMOUSLY**

**10. Staff reports**

**a. Executive Director's report**

Don Fitzgerald's Executive Director's report was included in the board package. He added the following items:

- The Opportunities NB presentation which was going to be held on May 11 will be rescheduled at the government's request. The Board will be advised of the new date.
- The Regional Service Commissions' conference will be held on June 10<sup>th</sup> in Miramichi. The meeting will take place from 10 am to 4 pm. The conference will consist of reviewing success stories around the province; an out-of-province speaker at lunch; and the Minister will present his findings and recommendations on the consultant's report. Members will have an opportunity to provide input and feedback during the meeting. Mr. Fitzgerald has asked that staff support be invited to the meeting. He is also hoping that local services managers will also be invited and each Mayor could bring a staff person with them. Mr. Fitzgerald will have more information in the coming weeks on this.

**b. Legal Expenses for 2016**

Mari-Kaye Langton reviewed the 2016 legal expenses report included in the board package.

**11. Adjournment**

**ON MOTION BY Don Gould, seconded by Robert Powell, the meeting was adjourned at 6:55 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