



RSC 12 Finance and Oversight Committee

Meeting of March 19, 2015 6.30 p.m. – 650 Main Street, Woodstock

Attendance:

Jim Kennedy (Chair)
Elaine English
Brian Hayden
Arthur Slipp
Craig Melanson
Troy Stone
Carl Kurtis
Tim Linton
Jo-Anne Lockhart (Executive Director)

Regrets: None

Call to Order: Meeting called to order at 6.35 p.m. by the Chair.

Agenda: It was moved by Troy Stone and seconded by Elaine English that the agenda be adopted.

Motion carried.

Approval of Minutes: It was moved by Brian Hayden and seconded by Elaine English that the minutes of the January 22, 2015 Finance & Oversight Committee be adopted.

Motion carried.

Conflict of Interest Declaration: None

Business Arising:

- **December 31, 2014 Draft Audit Report and Financial Statements**
 - Jim Kennedy welcomed David McCain and Sarah Brown from the audit firm of Lenehan McCain to the meeting to present the 2014 Audit Report and Financial Statements. A copy of the report and statements were handed out to the members.
 - David McCain thanked the Committee for the opportunity to perform the audit engagement, and mentioned the statements had been thoroughly reviewed on March 10 with Jo-Anne Lockhart and Joan Kennedy; therefore, he did not believe it was necessary to go through the statements in great detail. The Commission has received an unqualified



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report which is the highest level of opinion available. There was an explanation about the purpose of the audit and management's responsibilities, as well as the limits of the audit when it relates to fraud and internal control weaknesses.

- David McCain mentioned his firm would provide a management letter which would outline some improvements for management's review and comment.
- David McCain stated there were 3 major adjustments to the statements – the 2nd previous year surplus, amortization and sick time accrual - which brought the December 31, 2014 fund based report with a surplus of \$99,613 down to a surplus \$50,404 for PSAB financial statement presentation.
- David McCain informed the members the sick leave accrual was new for 2014 and was a PASB requirement. Art Slipp asked if the sick leave accrual should be funded. There was discussion about the benefits of funding the accrual; the fact the accrual was a reasonable estimate given existing history; cost of an actuarial assessment. It was agreed the current amount was sufficient given the circumstances and risk involved; and therefore, the sick leave estimate does not have to be funded at this time.
- David McCain mentioned the firm would come to the Board meeting if requested; however, pointed out there was no legal requirement for them to do so since they had met with the Finance & Oversight Committee. Jim Kennedy stated the Committee would let them know if their attendance was required.
- Jim Kennedy thanked David McCain and Sarah Brown for the report and they left the meeting.
- It was moved by Brian Hayden and seconded by Elaine English to accept the 2014 Audit Report and Financial Statements as presented and to forward them to the March 24, 2015 Board meeting for approval.

Motion carried.

New Business:

- **Transfer Station Contract**
 - Jim Kennedy asked Jo-Anne Lockhart to update the Committee on the status of the Transfer Station contract. Jo-Anne Lockhart stated the contract was close to completion and only two outstanding items



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remained to be resolved – insurance for environmental protection and a performance bond/letter of credit.

o **Local Government Administrative Assistant**

- Jo-Anne Lockhart read the e-mail response received February 25, 2015 from Rob Kelly, Deputy Minister of Environment and Local Government (ELG), with respect to the letter sent by the Commission on February 4, 2015 requesting the ELG's decision to terminate the temporary Administrative Assistant position at the ELG Woodstock office. The e-mail stated the position was temporary and as pressure had been relieved there was no further need for the position.

o **Remuneration for Alternates and Committee Members**

- Jim Kennedy spoke to whether or not alternate board members should receive a per diem and mileage if they attend a meeting where they are acting as a visitor and not an alternate Board member. After discussion by the Committee, it was decided to leave the current policy as it is with only Board members and alternates representing Board members receiving remuneration.
- Brian Hayden raised a question about non-voting ad-hoc members of the Recreation Committee who attend meetings in an advisory role and whether they should receive a per diem and mileage. Craig Melanson asked if this would be a model for all committees. Members were supportive of the idea of ad-hoc attendees who provide advisory services receiving the per diem and mileage. Jim Kennedy stated a change to the by-laws is required. An ad hoc committee will be formed to review members' remuneration; Karl Curtis volunteered to be on the committee; Troy Stone will appoint a councillor from Bath to serve on the committee.
- A motion to form an ad hoc committee to review members' remuneration for meeting attendance was made by Art Slipp and seconded by Elaine English.

Motion carried.

o **St. Croix International Waterway**

- Brian Hayden notified the Committee of a letter sent to the St. Croix International Waterway Commission (SCIWC) on February 17, 2015 and the response received on February 25, 2015 regarding lack of consultation with the WVRSC on the SCIWC management plan which will be effective until 2025. In essence this plan will prohibit development along the shoreline of the St. Croix River and its tributaries which run through RSC12. SCIWC apologized for its oversight in not consulting



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with WVRSC and offered to meet to discuss the management plan. Troy Stone asked if our involvement was because this issue is related to Planning.

- Elaine English stated the SCIWC approached her to sit on their board; however, her response was approval would have to be received from the WVRSC Board before she would make a decision. Troy Stone pointed out the optics would not look good if Elaine English was to sit on both Boards.
- Troy Stone asked if SCIWC would have to defer to WVRSC because of WVRSC's mandate for recreation.
- Brian Hayden asked who would like to attend the SCIWC meeting with him.
- **North Lake**
 - Brian Hayden informed the members of his discussion with Rob Kelly, Minister of ELG, about the status of surplus provincial lands. The response from Rob Kelly was the RSC has the same status as a municipality and can purchase the lands for \$1.
 - Jo-Anne Lockhart was asked to confer with the other Regions to see what their status was, and in particular with Gerard Daly of Dumfries in Region 11 who is looking at the same opportunity.
 - There was discussion this opportunity could affect more than North Lake, and it was more than a recreational issue, but an economic one as well. Craig Melanson suggested a committee was needed to study this further.
- **February 2015 Financial Statements**
 - Jo-Anne Lockhart handed out a summary of the February 2015 financial statements for each of the funds and stated the financial position was as expected at this time.
- **Future Board Presentations**
 - Jim Kennedy asked if some of the MLA's should be invited to speak to the Board. Art Slipp suggested it would have to be after the provincial budget and may be more beneficial in the fall.
- **Next Board Meeting – Tuesday March 24, 2015**
- **Next Finance Meeting – Thursday April 30, 2015**

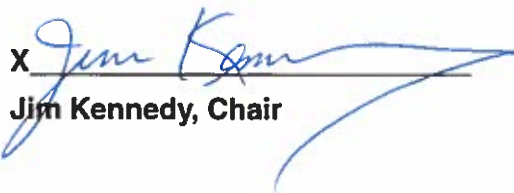


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It was moved by Karl Curtis to adjourn the meeting at 7.45 p.m.

In Camera Session: Moved to working session at 7.45 p.m.

X 
Jim Kennedy, Chair

