

# Kingsclear Local Service District

## Advisory Committee Meeting Minutes



**May 27, 2014 - 8:00pm**  
**Upper Kingsclear Community Centre**

**Present:** Patsy Kitchen, Wayne Lenehan, Debby Peck, Diane Reid. **Regrets:** Lee Crouse

1. Call to order by Debby Peck at 8:02 pm.
2. Agenda approved (Wayne, Patsy).
3. Debby reviewed recent Advisory Committee (AC) activities as follows:
  - a. The KLSD AC election was held April 23, 2014 at the Upper Kingsclear Community Centre. Lee Crouse and Patsy Kitchen reoffered; Wayne Lenehan, Debby Peck, and Diane Reid were nominated from the floor. The term of office is now four years. With only 5 people nominated, no secret ballot process was required.
  - b. An organization meeting was held by the AC on April 29, 2014 with Wayne, Patsy, Diane, and Debby in attendance (regrets from Lee). Debby agreed to be the group's chair; Diane, its secretary.
  - c. Debby attended the May 6, 2014 Regional Services Commission 11 Board of Directors meeting, at which regional recreation was the main agenda topic. She attended as an observer/information gatherer rather than an LSD chair because 6 elected LSD chairs already represent Region 11 Local Service District interests. The BOD meets monthly in various municipalities (Next meeting: June 3 in Nackawic). We will now be receiving the agendas and minutes of each meeting, so can plan to attend if discussion is of specific concern to the KLSD.
  - d. Debby (in her role as LSD Chair) attended the May 8, 2014 meeting of the Community Policing Committee, at which education concerning safe and responsible ATV use was the main topic. CPC meetings—the locations of which vary— are normally attended by representatives from all RSC 11 municipalities. We will be receiving CPC agendas and minutes from now on. The next CPC meeting is scheduled for September 11 at RCMP Headquarters, Fredericton.
  - e. On May 13, 2014 Wayne, Patsy, Diane, and Debby toured the KLSD to familiarize themselves with the jurisdiction. Concerns resulting from the tour will be discussed at future meetings.

- f. A letter was received from a business group informing the Advisory Committee of the group's intent to establish a new commercial enterprise.

#### 4. New Business

- a. Debby distributed AC Manuals received by mail from Local Services Manager Ivan Corbett, NB Dept. of Environment and Local Government (NBDELG).
- b. A lengthy discussion was held concerning the routine activities and approaches of the previous KLSD ACs: meeting dates and times; preparation and distribution of agendas and minutes; business vs. public meetings; communication among AC members; communication between the AC and the NBDELG; communication with residents of the KLSD; AC member roles; and KLSD advisory committee challenges to date. Time constraints required that discussion of the goals and priorities of the newly-elected committee be rescheduled for the June meeting. It was agreed that Debby and Diane investigate options for revising the website and report their findings and recommendations. **Moved by Wayne, seconded by Patsy, that our domain name, the KingsclearLSD.org (secure to March 2015), be renewed for five years. Carried unanimously.**
- c. The May 28, 2014 meeting of the Regional Advisory Committee, cancelled, is to be rescheduled.

#### 5. Other Business

- a. Time constraints required that discussion of the Hanwell Rural Community Council swearing-in ceremony be rescheduled for June.
- b. When Debby met with Local Services Manager Ivan Corbett at his Marysville office to discuss the 2014 LSD budget and related issues (May 26, 2014), she learned the following:
  - Budget line items must remain static for the time being. All will be reviewed prior to the creation of the 2015 version, thus a public meeting (usually held after LSD budgets are released) is pointless at this time. Our AC looks forward to providing input the development of the 2015 budget, beginning October or November. In the interim, Ivan is willing to address questions concerning individual budget categories.
  - Ivan will clarify the status of monies allocated for completion of the skating rink at the Upper Kingsclear Community Park.
  - Ivan is of the view that the Upper Kingsclear Volunteer Fire Department (UKVFD) is one of the best—if not *the* best—in the province. Planning to re-appoint Murray Crouse as fire chief for the next three years, he supports the idea of Murray attending meetings of the AC on a regular basis (perhaps quarterly) so as to update AC members on fire department activities.
  - The Upper Kingsclear Community Centre is a UKVFD facility. Ivan is favourably impressed with its Booking Policy (2007), which provides guidelines for facility use as well as booking and cancellation procedures; in fact, he has requested a digital copy to offer as a template for other communities. Because the Community Centre is a fire department facility, he agrees that anything that suggests the LSDAC has authority over booking decisions need be changed. To that end, “Upper Kingsclear Volunteer Fire Department” should be inserted wherever “LSDAC” is mentioned in the document. He believes that the current system of booking and receipt of payment or donation is working well and should be maintained as long as Patsy Kitchen is

willing to be responsible for it on behalf of the fire department. Patsy has been invited to continue whatever other aspects of Centre management that she and the Fire Department agree upon. Her dedication to this facility and to the community of Upper Kingsclear has been deemed exemplary, as has her commitment to the KLSD AC.

- Given that RSC 11 will be developing a long range recreation plan, Ivan recognizes the value in the KLSD AC working towards developing a plan for the Upper Kingsclear Community Park and the Upper Kingsclear Nature Park. He also sees the value in communicating with all residents concerning recreation opportunities within our LSD. Ivan acknowledges that Advisory Committees do not typically operate recreation facilities but, rather, oversee and advise the government about community groups that do so. It would be helpful to determine whether or not at least one community group could be established to look after the Community and Nature Parks. The Advisory Council minutes of 30JUN09 and 27FEB12 show that the government has already asked that the KLSD AC investigate the formation, by Upper Kingsclear community, of a Recreation Council.
  - He explained that if a community group comes forward seeking funds to develop a recreation facility or program (perhaps elsewhere in the LSD), that group would require Advisory Committee support in the form of a letter to Ivan, signed by all AC members. Such would have to be done well in advance—by the end of the calendar year--so that money could be allocated in the following year's budget. A public meeting would be necessary to approve tax increases associated with new recreation facilities, a meeting that Ivan would chair.
  - Ivan concurred that record keeping and communication (between AC members, and between AC members and LSD residents), while important, should not cause AC members to incur personal expense or onerous interruption of their personal lives. He agreed that the AC could begin addressing these matters by updating the KLSD website (proposed release September, 2014)—a site that includes an email contact option. An AC designated telephone number with a remote access answering machine need be established; perhaps the Community Centre telephone could be used by the Committee. The AC should also acquire a portable drive on which to store AC minutes/business correspondence so that they can be passed more easily from one AC secretary to the next. Office supplies are needed for the Committee secretary—printer ink, paper, stamps, envelopes. Ivan expects the AC to provide three quotations for the website renovation; he will determine how the AC can best obtain required office supplies.
  - KLSD AC meeting agendas and minutes are to be emailed to Ivan as approved so that they may be added to his files.
6. The next meeting will be held at the UKCC on June 24, 2014 at 7:30pm.
  7. Adjournment 9:30pm.

**\*Action Item 1 (group) – read sections of the AC Handbook titled “Community Services” and “Recreation Facilities” for June meeting**

**\*Action Item 2 (Diane and Debby) – investigate options for revising KLSD website**