

COSMETOLOGY  
ASSOCIATION  
OF NEW BRUNSWICK



ASSOCIATION DE  
COSMÉTOLOGIE  
DU NOUVEAU-BRUNSWICK

## *Annual General Meeting Package*

**June 2<sup>nd</sup>, 2025**

**11:00AM-12:30PM**

**CANB Office, 220 Whiting Road**

**Fredericton, NB E3B 5V5**

Dear Member,

We're pleased to share the Annual General Meeting (AGM) package with you, which includes important updates, reports, and materials for our upcoming meeting. This is your opportunity to stay informed, ask questions, and participate in shaping the future of the Cosmetology Association of New Brunswick. Inside, you'll find highlights from the past year, financial summaries, and key initiatives moving forward.

We encourage you to review this package ahead of the AGM, as much of the information will not be repeated in full during the meeting. This helps ensure we can focus our time together on meaningful discussion, decisions, and next steps. The package is designed to provide a clear and comprehensive overview of the association's work and direction.

**Your voice matters**, and we look forward to your engagement at the AGM.

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### Board Nomination Process

We currently have two seats open on the board and we are accepting nominations for individuals interested in serving on the CANB Board of Directors. Board service plays a key role in upholding the mission of the Association and moving our goals forward. It's a meaningful commitment that requires time, preparation, and a collaborative spirit.

We're looking for dedicated and qualified members who are ready to contribute actively. Expectations include reading pre-meeting materials in advance, attending up to six board meetings per year (plus occasional special meetings), responding to board-related emails promptly, and participating on at least one committee or working group. Board members are also expected to work respectfully with peers and staff, and to represent CANB with professionalism and integrity.

If you're ready to take an active role in shaping the future of the profession, please submit your name by May 25th **using this link.**

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## *Annual General Meeting Package*

### **Agenda**

- 11:00 AM Welcome and Introductions
- 11:10 AM Approval of Agenda and 2024 AGM Minutes
- 11:15 AM President's Remarks – Norma Brine
- 11:25 AM Operations Report – Sara Robinson
- 11:30 AM Examining & Licensing Committee Report - Paul Ouellette
- 11:40 AM Financial Report – Accountant
- 11:45 AM Approval of Auditor
- 11:50 AM Motion: Approval of Proposed By-Law Changes
- 12:15 PM Board Elections
- 12:25 PM New Business / Member Questions
- 12:30 PM Adjournment



# COSMETOLOGY ASSOCIATION OF NEW BRUNSWICK (CANB) 3-YEAR STRATEGIC PLAN 2025-2028



## Introduction

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This 3-year strategic plan is grounded in the voices of our members, stakeholders, and industry partners. It outlines clear priorities for the Cosmetology Association of New Brunswick to guide toward a more resilient, modern, and member-focused future.

## Association Vision, Mission, and Values

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**CANB Vision:** A trusted leader in a safe, skilled, and licensed beauty industry.

**CANB Mission:** CANB licenses and regulates cosmetology professionals across New Brunswick by setting standards, supporting education, and enforcing accountability to protect the public and strengthen the industry.

### CANB Values:

**1. Professional Excellence** - We support high standards through strong education, licensing, and ongoing learning for every professional.

**2. Respect** - We treat every member and client with fairness and value the diversity of our cosmetology community.

**3. Leadership** - We lead by example, support future leaders, and speak up for the profession when it matters.

**4. Transparency** - We communicate clearly, share decisions openly, and keep our processes easy to understand.

**5. Integrity** - We lead with ethics, fairness, and accountability, building trust as the foundation of a credible regulatory body.



# Strategic Priorities

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## 1. Strengthen the Education-to-Licensing Pipeline

**Vision:** CANB will ensure that cosmetology schools deliver high-quality, standardized education that prepares students to meet provincial licensing criteria. We will regulate curricula, improve exam processes, and monitor outcomes to build a skilled and ready workforce.

## 2. Support Ongoing Professional Development and Lifelong Learning

**Vision:** CANB will make continuous learning accessible, relevant, and valued in our profession, helping members stay competitive, innovative, and inspired.

## 3. Enhance Public Awareness and Advocacy for the Profession **Vision:** CANB will

elevate the public's understanding of the importance of licensing and the professionalism of our industry, protecting members from unfair competition and increasing trust in licensed providers.

## 4. Improve Compliance and Control of Unlicensed Activity

**Vision:** CANB will work to protect the public and support professionals by ensuring that only qualified, licensed individuals practice cosmetology in New Brunswick.

## Operational priorities:

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- Implement a robust association management system to better manage member data and preferences.
- Review and update bylaws and internal policies to reflect current needs and best practices.
- Streamline salon and school inspection procedures for greater efficiency and consistency.
- Improve communication practices to support accessible, transparent, and timely information sharing.

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### **President & Vice President's Report**

As we reflect on the past year, we're incredibly proud of the progress we've made together at CANB. This past fall marked a pivotal turning point as we officially began our partnership with HOST Management. Over the past six months, we've been actively working alongside their team to roll out strategic planning and implement new systems and processes.

These efforts have already begun. We're seeing a more modernized, user-friendly approach across our operations, allowing for easier success, increased transparency, and better overall support for our members. We're excited about the path we're on and deeply encouraged by positive feedback and growing engagement from our community.

We would also like to take this opportunity to acknowledge the retirement of Gaye Cail this past fall. Her years of dedication, knowledge, and hard work have left a lasting legacy at CANB. We thank her sincerely and wish her all the best in her retirement.

Looking ahead, we are committed to embracing continued growth, improved systems, and meaningful change all with the goal of better supporting our members while upholding the integrity and safety of the industry and the public we serve.

Thank you for your continued trust and engagement. We look forward to another amazing year ahead with all of you.

With appreciation,  
Norma Brine, President, CANB  
Ashley McDavid, Vice President, CANB



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### Operations Report

In late November, HOST Management stepped in to fill the Executive Director duties and to manage the CANB. Since then, it has been a true pleasure getting to know this vibrant and creative industry. The passion and dedication of its members stand out, and we are inspired by the energy you bring to your work every day.

Over the past few months, we have been learning all the ins and outs of the office processes, and all that the Association does both for its members and for the public. We are keen on streamlining processes so that everything can run more efficiently, and there is more clarity and transparency. There has also been a focus on strengthening the foundation of the Association to better serve you. HOST Management was pleased to have led the Board in a Strategic Planning Session, where many timely and important goals were set.

One of the most significant changes has been the implementation of our new membership database, iMIS, which brings with it an exciting addition: your own member portal. This new system makes it easier than ever to manage your membership information, print your license cards and provides the option to sign up for auto-renewals.

We are excited about the direction the CANB is heading and look forward to building on this momentum together. I hope to meet many of you in person at the upcoming Annual General Meeting, and to continue working with you to support and grow this dynamic profession.

Warm regards,  
Talía Briggs, Association Manager



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### Examining & Licensing Committee Report

On behalf of the Examining & Licensing Committee, I would like to thank you for being a member of the association. We look forward to seeing you at the AGM on June 2nd, **to register, please click here.**

We have an exciting event this fall, 2025 - Cosmetologists Unite in Halifax, NS. Check out **the latest newsletter** for more information.

I would like to thank everyone for being patient during the transition with the office staff. HOST Management has done a wonderful job of getting the office in order and has streamlined many of the processes.

The new payment system is up and running now. Please **submit your email address**, if you haven't already, to facilitate the process.

The **member search** on our website continues to be a great tool for the public; all valid license holders and establishments are listed.

A reminder that all licenses and permits will be due by May 31st, 2025, and you must be valid to attend the AGM.

I'm honored to have led our beauty professionals and have many ideas that help make decisions, having worked in the industry since 1987.

Paul D Ouellette,  
Chair of the Examining and Licensing Committee





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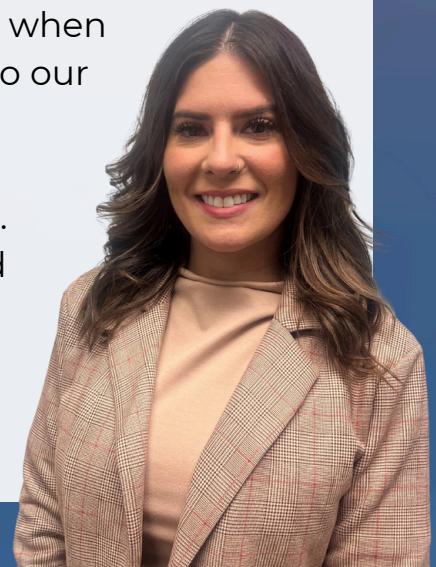
### Registrar's Report

Settling into the new role as the Registrar has been a very challenging role, but it has been rewarding every day. My work here at the CANB has reminded me that as licensed cosmetologists, we are so blessed to have an Association that can advocate on behalf of its members. The association has faced some new challenges over these past few months, but it is important that we remind ourselves of the privilege of being a self-regulated body. Our legislation allows us the authority to regulate our own profession, with our own expertise, by setting a high standard of practice, educational requirements, entry to practice, and disciplinary mechanisms. By following the standards set out in our legislation, we hold ourselves accountable to the objective of the Act, which is to protect the public not only through sanitation and safety but also through the education of our members.

As Registrar, my main role is to review all applications for new licenses, both Out of Province and Students on a case-by-case basis. Seeing the high number of applications from within and outside our province it remains important to implement all guide lines in a fair and consistent manner. Another role of mine is to lead disciplinary action when non-licensed individuals provide services that are not up to our standard, and put the public at risk.

I'm excited for change and the future ahead for the CANB. We are striving to make this industry the best we can, and we can do it together as members and association.

Jade Fearneley,  
CANB Registrar





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### Treasurer's Report

Dear members,

The Treasurer's Report and financial review will be presented at the June 2nd, 2025 AGM.

The association continues to be good environmental stewards by decreasing our carbon footprint. We strive to eliminate the hard copy printing of correspondence, licenses, newsletters, by using email addresses, and having "member search" on-line.

The association will continue to perform a large number of salon and school inspections.

Again, this year it was necessary for the association to seek a court injunction for an unlicensed person offering cosmetology services in New Brunswick. We have invested a greater amount of funds in legal fees this year in order to protect the integrity of the Act and cosmetologist licenses.

There have been other significant expenses this past year, mainly for professional services and software tools. These upgrades were part of our efforts to modernize the way we manage the association, helping things run more efficiently and ensuring we're offering the best possible experience to our members.

Sincerely,  
Norma Brine  
Interim Treasurer



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### Proposed AGM Motions

Proposed AMG Motions from the Board of Directors

**ADD By-Law 6.10** I, Ashley McDavid, move to add By-Law 6.10

6.10 Every new salon must have a Business Name Registration and Business Number Requirement for Salon Applications.

**ADD By-Law 6.11** I, Ashley McDavid, move to add By-Law 6.11

6.11 All cosmetology establishments operating in commercial spaces be required to have a functioning washer and dryer on-site. For home-based salons, the use of the home's washer and dryer shall be considered sufficient.

**AMMEND By-law 1.1 t)** I, Jessica Goguen, submit a motion to have By-law 1.1 t) amended from the current number of three (3) to five (5).

*Original By-Law 1.1 t) "MASTER COSMETOLOGIST" - A cosmetologist must have three (3) years of consecutive working experience in a registered cosmetology establishment, upgrading training of 20 hours per year in order to apply and maintain a master cosmetologist license annually.*

**AMMEND Policy 2. I)** I, Jessica Goguen, submit a motion to have policy 2. I) amended to: Each manicure station must be equipped with a dust collector when performing e-file services or working with nail enhancements. Cosmetologists are advised to wear a properly fitted dust mask to reduce inhalation of dust particles and ensure a safe working environment.

*Original Policy 2. I):*

*I) Each manicure station must have a dust collector for e-files and enhancements.*

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## Annual General Meeting Package

### 2024 AGM Minutes

Hybrid Meeting

Monday, May 27, 2024 – 11:00 a.m. to 3:00 p.m.

Fredericton Convention Centre & Zoom

The meeting was called to order at 11:00 a.m. by President Paul Ouellette, who welcomed all in-person and virtual attendees. The President acknowledged the Fredericton Convention Centre, Encore, translators, and guest speaker Daniella Fernandez from 211 Info United Way NB.

Translation services were made available for both English and French attendees.

The President reviewed House Rules for participation and questions for both in-person and virtual attendees.

The Board Members were introduced:

- President: Paul Ouellette
- Vice-President: Norma Brine
- Chair, Examining & Licensing Committee: Ashley McDavid
- Treasurer & HR and Governance Chair: Gisele Pyne
- Secretary: Pam Munn
- Past President: Doug Black
- Members: Penny Seelye-Sweet, Angie Thibodeau, Darlene Boudreau-McKay, Sarah Melanson
- Legal Counsel: Evan MacKnight, Stewart McKelvey Law Firm

The 2024 AGM Agenda was presented

Motion: I, Gisele Pyne, move that the AGM agenda be approved as presented.

Seconded by Pam Munn. Motion carried.

2023 AGM Minutes were reviewed. No errors or omissions were identified.

Minutes were approved as read.

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Annual Reports were presented by:

- Ashley McDavid – Examining & Licensing Committee
- Gaye Cail – Executive Director's Report
- Gisele Pyne – HR & Governance Committee and Treasurer's Report

Reports were moved by Norma Brine and seconded by Pam Munn. Motion carried.

### Motions

- Add By-law 6.1a – Cosmetology establishments providing eye-related services must have an eyewash station on-site.
- Add By-law 7.6 – Students in various technician programs must complete 40 hours of training prior to public service.
- Amend By-law 1.1t – Redefine 'Master Cosmetologist' to require 10 years' consecutive experience (increased from 3).
- Amend By-law 6.7 – Refine conditions for residential salons, emphasizing sanitary and exclusive access for clients and staff.

### Elections

Melanie Boucher conducted the elections. The following positions were elected:

- President: Ashley McDavid
- Vice President: Norma Brine
- Secretary: Pam Munn
- Treasurer: Gisele Pyne
- Board of Directors (2): Carrie-Anne Bradley, Douglas Black
- Examining & Licensing Committee (5): Ashley McDavid, Darlene Boudreau-McKay, Douglas Black, Funke Boersma, Hannah Sharpe

### New Business

No new business was brought forward. Questions submitted by May 22, 2024, were addressed following the elections.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,  
Pam Munn, Secretary

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### 2024 Year in Review

137 New Licensed  
Salons Opened

Over  
6,300  
Total Members

Over  
450  
Honourary  
Members

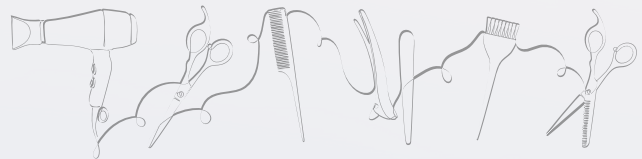
111 Provincial Exams Held  
in the CANB Office

Over  
1,400  
Total Salons

1290 New Cosmetologists  
Licenses Granted

340 Salon Inspections  
Completed

\$30,000 In Blue Cross Life  
Insurance Claims  
Processed for Beneficiaries



OCTOBER 18-20TH 2025  
HALIFAX MARRIOTT  
HARBOURFRONT HOTEL  
18-20 OCTOBRE 2025

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## REGISTRATION OPENING SOON - WATCH FOR DETAILS!