



Board of Directors Meeting
April 20, 2017
3143 Main St., Centreville, NB

In Attendance:

Elaine English, Chair, Mayor, Canterbury
Alma Kilfoil, LSD, Kent
Brent Pearson, Vice-Chair, LSD, Glassville
Craig Melanson, Mayor, Hartland
James Kennedy, LSD, Debec
Karl Curtis, Mayor, Florenceville-Bristol
Michael Stewart, Mayor, Centreville
Stephen Manuel, LSD, Canterbury
Troy Stone, Secretary, Mayor, Bath

Alexis Fenner, Mayor, Plaster Rock
Arthur Slipp, Mayor, Woodstock
Brian Hayden, LSD, Woodstock

Joseph Weston, LSD, Lakeville
Marianne Bell, Mayor, Perth Andover
Paul Bradley, LSD, Brighton
Tena McLellan, LSD, Simonds

Regrets:

Lance Graham, Mayor, Meductic
Gailen Allan, LSD, Aberdeen

Absent:

Marven Demmings, Mayor, Aroostook

Staff In Attendance:

Katelyn Hayden, Executive Director / Planning Director
Joan Kennedy, Financial Administrator
Bev Gullison, Office Administrator

Meeting was called to order by Chair of the Board, Elaine English at 6:30 p.m.

Approval of Agenda:

Motion: To approve the agenda of the April 20, 2017 meeting.
Moved: Alexis Fenner
Seconded: Craig Melanson
Carried

Declaration of Conflict of Interest:

None

Approval of Minutes:

Motion: To approve the minutes of the February 23, 2017 meeting.
Moved: Joe Weston
Seconded: Tena McLellan
Carried

Presentations:

None



Business Arising:

Solid Waste – Request for Proposal

The Executive Director, Katelyn Hayden reminded the Board that they had directed the Solid Waste Committee to investigate the possibility of implementing a curbside recycling collection program for the Region and noted in order to estimate the associated costs involved with Curbside Recycling Collection and allow the Board of Directors to make an informed decision, an RFP for the transfer and transportation of collected materials would be required.

Katelyn reiterated with the Board members that an RFP does not mean that the program will be launched or require that the commission enter into a contract.

Katelyn advised submitted responses will be required to be valid for a period of 12 months, allowing time to fully investigate the possible program. This will allow for estimates on transfer and transportation cost to be provided at the June 2017 Board Meeting and subsequent further exploration by Staff and the Solid Waste Committee.

17-04

RESOLVED, That the Solid Waste Committee shall prepare and issue an RFP document for the transfer and transportation of recyclable materials proposed to be collected through a curbside collection program.

Moved: Craig Melanson
Seconded: Alma Kilfoil

Motion Unanimously Carried

New Business:

2016 Financial Audit

Troy Stone, Chair of the Finance committee, advised the 2016 financial audit report has been completed and the Finance Committee has met with Lenehan McCain to review the final audit report. Troy noted no adjustments were necessary, for which he credited Finance Manager, Joan Kennedy.

17-06

RESOLVED, to accept the 2016 audited financial report as presented

Moved by: Troy Stone
Seconded by: Alexis Fenner

Motion Unanimously Carried

2017 First Quarter Financial Report

Troy Stone presented the first quarter financial reports, ending on March 31, 2017, as approved by the Finance committee during their April 20, 2017 Finance committee meeting.

Motion: To .accept the 2017 first quarter financials ending March 31, 2017
Moved: Brian Hayden
Seconded: Joe Weston

Motion Unanimously Carried



Nominating Committee

Katelyn stated that prior to the 2016 Annual General Meeting a Nominating Committee was established and advised terms of reference for the committee are necessary in order to ensure direction to the committee is provided. Katelyn advised in consultation with the Chair, Elaine English, the following terms of reference for the Western Valley Regional Service Commission Nominating Committee were created:

Official Name: Western Valley Regional Service Commission Nominating Committee

Composition: Executive Officers of Western Valley Regional Service Commission (Chair, Vice-Chair, Secretary, and Past-Chair)

Term of Membership: The Term of membership on the nominating committee shall follow the terms of the election of the Executive Officers as per section 2.5 of the Procedural By-Law

Formation and Jurisdiction: The Nominating Committee has been formed under section 3.4 of the Procedural By-Law to nominate individuals as members of the all Standing, Advisory, and Ad Hoc Committees. Nominations for the elected positions of Chair, Vice-chair, and Secretary are not within the scope of this committee.

Quorum: The Nominating Committee shall be 4/4 of the members or 100% of the membership, unless one of the Executive positions has become vacant, in which case all remaining members shall qualify as a quorum.

Reporting Relationship: The Nominating Committee shall present their nominations to the Board of Directors at the Annual General Meeting.

There was discussion among the members regarding committee member selections. It was recommended by Brian Hayden that members be placed on committees based on who could provide the most value-added to a particular committee. There was further discussion regarding if it is necessary to ensure all members sit on a committee, as this translates to additional costs. Some of the members discussed they did not want any member to feel unwelcomed but agreed having a relationship/familiarity with a particular committee would be beneficial. Arthur Slipp stated the additional cost of having more committee members is necessary in order to ensure committees function effectively as a Board but Elaine English advised she did not understand the need to have 10 members on a committee if only 6 had interest in the specific committee's goals.

17-05

RESOLVED, that the Nominating Committee be created under Section 3.4 of the Procedural By-law, and the Terms of Reference of the Committee be adopted as presented.

Moved by: Tena McLellan

Seconded by: Alma Kilfoil

Motion unanimously carried

Executive Director's Report

The Chair advised the Executive Director would provide an update. Arthur Slipp intervened stating that since the Executive Director's report was not shown on the Agenda, a motion to add the item would be required.



Motion: To add the Executive Director's Report to the Agenda of the April 20, 2017 Board of Directors meeting

Moved by: Brian Hayden
Seconded by: Arthur Slipp

Motion unanimously carried

Katelyn advised a letter was received from the Western Valley Recreation Association referencing our October 18, 2016 Board meeting minutes. They requested to clarify the following statement, "*Brian Hayden advised Hartland and Florenceville-Bristol Recreation Departments were in favor of creating the Recreation Coordinator position and the Western Valley Recreation Association voted 100% in favor*".

The Western Valley Recreation Association stated Mr. Hayden's comments are correct, as this was discussed at their meeting but wished to clarify that their support is directed in a manner that if the Regional Service Commission hires a Recreation Coordinator then the Western Valley Recreation Association will fully support this position as they fully understand that their cooperation will benefit and advance recreation within the Western Valley.

Katelyn informed the members the Recreation Coordinator's position has been filled and the individual will be starting within the next 2 -3 weeks and noted the Coordinator will be visiting each participating municipality and LSD in order to assess each area's recreational needs.

Katelyn reminded the members that during the December 2016 Board meeting they were advised that an appeal and replacement of the procedural by-laws will be initiated and she hopes to begin to work with the Oversight Committee in the near future to review and update these by-laws as necessary.

In Camera Session:

None

Adjournment:

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 7:10 p.m.

Moved: Joe Weston

Recording Secretary: Bev Gullison

A handwritten signature in black ink, appearing to read "Troy Stone", written over a horizontal line.

Troy Stone
Secretary

A handwritten signature in blue ink, appearing to read "Katelyn Hayden", written over a horizontal line.

Katelyn Hayden
Executive Director