



Board of Directors Meeting
May 17, 2016
Hartland Town Hall, 31 Orser St., Hartland, NB

In Attendance:

James Kennedy, Chair, LSD Debec
Alma Kilfoil, LSD Kent
Brent Pearson, LSD Glassville
Craig Melanson, Mayor, Hartland
Elaine English, Mayor, Canterbury
Gary Thomas, Mayor, Centreville
Joseph Weston, LSD Lakeville
Paul Bradley, LSD Brighton
Terrence Ritchie, Mayor, Perth Andover

Alexis Fenner, Mayor, Plaster Rock
Arthur Slipp, Mayor, Woodstock
Brian Hayden, LSD Woodstock
Ed Stone, LSD Upper & Lower Northampton
Gailen Allan, LSD Aberdeen
Karl Curtis, Mayor, Vice-Chair, Florenceville-Bristol
Stephen Manuel, LSD Canterbury
Tim Linton, LSD Gordon
Troy Stone, Secretary, Mayor, Bath

Regrets:

Leonard Foster, LSD North Lake
Lance Graham, Meductic

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, James Kennedy at 6:30 p.m.

Jim Kennedy congratulated the newly elected mayors and councils and introduced the two new Mayors from Perth-Andover, Marianne Bell and from Centreville, Michael Stewart. Jim Kennedy advised he was looking forward to working with the new Mayors. Craig Melanson also introduced The Town of Hartland council members who were present.

Approval of Agenda:

Motion: To approve the agenda of the May 17, 2016 meeting as presented.
Moved: Alexis Fenner
Seconded: Terry Ritchie
Carried

Declaration of Conflict of Interest:

None

Approval of Minutes:

Motion: To approve the minutes of the April 12, 2016 meeting.
Moved: Elaine English
Seconded: Alma Kilfoil
Carried



Presentations:

RCMP & Public Safety.

Representatives from the Department of Public Safety and the RCMP presented the Board Members an overview of the cost-sharing model utilized to calculate the cost of policing services for all communities receiving provincial RCMP policing. The RCMP further explained their service delivery model and the methodology used to determine the required level of resources.

Business Arising:

Request for Proposal for office space:

Jim Kennedy informed the Board that the results of the submitted request for proposals and a comparative data spreadsheet (as attached) were sent to all Board members for review prior to the Board meeting, which included all details pertaining to each of the 7 proposals received, such as cost, location, square footages, etc. Jim Kennedy stated the Executive Director advised him there had been no requests for clarification from any Board member after the information was forwarded for review.

Jim Kennedy reminded the Board members that they gave the responsibility to the Executive committee during the last Board meeting to review the proposals and properties and provide their recommendations. Jim Kennedy advised the Executive committee, consisting of Troy Stone, Karl Curtis and himself did visit each of the proposed sites after the April 29 deadline and are recommending 2 locations for the Board to consider. Jim Kennedy stated the recommended locations are the Sherwood Holdings submission on Main St., Centreville and the prior town hall building in Florenceville-Bristol located on the Juniper Road in Florenceville-Bristol.

Jim Kennedy presented the details for each of the 2 recommended properties and discussed the pros and possible cons for each location and pictures and floor plans were reviewed with the Board members.

Alexis Fenner inquired if the Sherwood Holdings property could also offer room for a Board meeting and Jim Kennedy advised their proposal includes enough space for a boardroom and stated the Executive committee had briefly discussed the possibility of including a boardroom within the premises since the space is available. Jim Kennedy also noted this property met all the proposal requirements, is wheelchair accessible, and is on one floor.

Jim Kennedy stated the Florenceville-Bristol location also met the request for proposal requirements; however, this location is not currently wheelchair accessible but the landlord has advised they would be installing a lift. Jim Kennedy advised this location consists of 2 floors and major renovations would need to be addressed in order to utilize the basement of the facility.

Jim Kennedy reiterated that both recommended locations met all of the requests for proposal requirements. The members reviewed the floor plans and Jim Kennedy restated that cost is always an issue. Jim Kennedy referenced the comparative spreadsheet that was circulated to all members and noted the annual average cost for the Florenceville-Bristol location was \$48,960 and the annual average cost for the Centreville location was \$40,898.

Gary Thomas stated in his experience an office being located on one floor is generally a preferred option. Craig Melanson inquired when the existing lease contract expires and Jim Kennedy advised it expires in September 2016 and that we must be concerned with this time frame in order to allow the time required to perform the necessary renovations at either location, a decision must be made during this Board meeting.

At the request of the Chair, Katelyn Hayden reviewed the client statistics/locations with the members and noted the majority of all in-office customers are generated by the Planning & Inspections Department. This included building and development related inquiries and permitting, as well as Development Officer duties, including review and approval of Tentative Plans and Final Plans of Subdivisions. Katelyn Hayden provided graphs revealing that 62%



of building permits are issued from the mid and Northern Carleton areas and 54% of all subdivision approvals are completed from the Northern Carleton areas.

Katelyn Hayden further advised the corporate and solid waste divisions have very few walk-in customers, as we deal generally with Government Departments, Municipalities, Local Service Managers, and solid waste contractors electronically. Calls for solid waste related inquiries are a daily occurrence, but given the vast area covered rarely does an individual drive to the office for such inquiries.

Troy Stone stated there were 7 properties to consider and all properties were visited. Troy Stone advised he wished to offer some additional background to help the members understand how the decision was made to select the two recommended properties.

- Patterson property met the requirements but was on the high end of the pricing
- Henley property- the existing location was relatively high priced in comparison to the other properties and space would remain somewhat tight.
- Ross-Corey property met the requirements but pricing was on the high side.
- Palmer property in Hartland did not provide us with many options to renovate according to our wishes as the office currently exists. Additionally, the offices were spread apart and the common core area would also be accessible by their employees/clients.
- Perth-Andover location was a bit high given the lower square footage available and expansion was a concern if the basement area would be required and its wheel chair accessibility.

Troy Stone advised the Sherwood and Florenceville-Bristol properties being recommended were almost identical as far as the overall proposal scoring requirements. Troy Stone stated the Sherwood property has advantages in terms of the proximity of the highway and is the unit being on one floor. Troy Stone indicated there was a concern with the Florenceville-Bristol location regarding the need to utilize both floors. Troy Stone stated the Sherwood location provides all the necessary square footage plus some at a lower rate. Troy Stone stated both spaces are adequate but the Sherwood space is also \$8,000 less annually.

Tim Linton inquired how this move would affect the existing employees as it would be an added cost to them. Jim Kennedy advised this has been considered.

Terry Ritchie addressed concerns regarding why the Perth-Andover location would not be considered as it is \$17,000 less annually and given the additional options Perth-Andover has to offer. Troy Stone stated expansion was a major factor with this location.

Karl Curtis advised the Florenceville-Bristol proposal was based on 5 years and would have been cheaper if a 10 year lease was submitted. Karl Curtis advised a 5 year lease was submitted as this was the request of the RFP.

Steve Manual asked if the Sherwood property had provided a 5 year lease and Jim Kennedy advised they were not requested to provide the 5 year lease. Steve Manual stated he was concerned where the commission may be in 10 years, as government officials cannot provide this information.

Jim Kennedy stated we have 2 properties to consider and both are acceptable but we must choose the one we feel will best meet our needs.

BE IT RESOLVED: To select the Sherwood Property located at 3143 Main St., Centreville as the new location for the office of the Western Valley Regional Service Commission based on the presented information

Moved: Elaine English
Seconded: Brent Pearson



Arthur Slipp requested to speak on the motion prior to a vote being conducted. Arthur Slipp stated this would be the first time as mayor that he would be putting the interest of the Commission above his own municipality, as this will have an economic impact on the downtown core. Arthur Slipp stated he recognized the Commission has the authority to move the office and will abide by the decision of the group but stated he would not be voting yay or nay.

Katelyn Hayden informed Arthur Slipp if he sustained from the vote it would be recorded as a yes and Arthur Slipp stated he would be voting no. Jim Kennedy requested a show of hands for those in favor of the motion. The vote was 16 in favor and 2 opposed.

Carried

Brian Hayden requested that it be recorded he did not vote. Ed Stone stated he did not vote due to his disapproval of a 10 year lease but approved of the location.

Committee Reports:

Solid Waste Committee Update:

Katelyn Hayden advised she would provide an update of the May 13/16 Solid Waste meeting regarding the curbside recycling project on behalf of Craig Melanson, Chairman of the Solid Waste Committee.

Katelyn Hayden stated staff prepared a public survey which was promoted in the Bugle, the Advertiser, on CJ 104, and through Facebook advertising and the results were overwhelmingly positive, which has shown the Solid Waste Committee that there is in fact strong public interest in a curbside recycling program region wide, and has given them reason to continue to explore to possibility.

Katelyn Hayden stated the Solid Waste Committee and staff in consultation with our contractors have determined the next step is to put out RFP's for the program components in order to estimate costs associated with the program and formulate accurate estimates based on estimated tonnages in cooperation with our partners. Katelyn Hayden stated that this did not mean the Commission is proceeding with implementation, as there is much more information required before we reach a point where the Board of Directors will be able to fully evaluate the proposal and make a decision.

Katelyn Hayden advised the Solid Waste Committee would like to create an ongoing public communication strategy to communicate the details of the proposed program, and receive public input and to ensure the public is fully aware of the program particulars.

Katelyn Hayden informed the members ETF Funding of \$20,000 was granted to WVRSC for the creation of a Waste Diversion Educator and noted this temporary position would be responsible for the continued exploration of curbside recycling, and the education of the public and promotion of waste diversion initiatives. Katelyn Hayden stated that the 2015 budget included \$18,406 for solid waste personnel, the 2016 budget included \$0.00 for personnel, therefore an EFT application was made for funding the position and we received \$20,000, and the commission would be responsible for the balance of approximately \$17,921.45 (including CPP, EI, and Work Place Health & Safety premiums) to fund the position.

Katelyn Hayden further advised WVRSC has been approved for two Seed Program students for a period of 8 weeks (100% Provincially funded), however, unfortunately, in order to hire under this program, the student must have been approved by PETL for a 'job voucher' and there is no list of approved students available to employers. Katelyn Hayden inquired if any of the Board members were aware of students who have a job voucher to have them submit their information. Katelyn Hayden stated WVRSC was also approved for two Federal Canada Summer job student positions for a period of 8 weeks (50% Federally funded, 50% WVRSC + CPP, EI, and Work



Place Health & Safety premiums, approximately \$3335). Katelyn Hayden noted we would prefer to have Seed Program students, as it is 100% funded; however, if we are unable to locate students with a job voucher we will hire under the Federal Canada Summer Job Program.

Katelyn Hayden informed the members that the majority of the funding granted is not available until after it has been spent; therefore, the commission requires funding in the operating account to pay for the positions up front until the grants are received. In addition, the Solid Waste division will be required to fund our portion of the positions, as described previously, and to provide support such as promotional advertising, print materials, as well as travel expenses for the many public open houses and community events to be attended by staff. The budget did include some funding for promotion and advertising but not for the new program exploration and possible implementation.

Katelyn Hayden informed the members the Commission has \$173,547 Solid Waste Capital Reserve funds and \$106,356 Solid Waste Operating Reserve funds. \$46,551 of the operating reserve is a cashable GIC which is available to withdraw if required for program funding.

Katelyn Hayden advised based on a review of this information the Solid Waste Committee made the following resolution at their May 13th, 2016 meeting:

BE IT RESOLVED that the committee recommend to the Board of Directors of Western Valley Regional Service Commission that \$46,551.36 be brought out of the Solid Waste Operating Reserve Fund to be used to fund the continued exploration of curbside recycling.

Craig Melanson stated the survey responses were very positive regarding the curbside recycling project and very well received and hoped the Solid Waste Committee would also receive a positive reaction from the Board members to proceed with the exploration of the curbside project.

Jim Kennedy reminded the members this project was still in the initial stages and asked if there were any further questions.

Gary Thomas asked if this was only a pilot project and Jim Kennedy stated no it is a permanent program. Craig Melanson stated the Solid Waste Committee is currently reviewing program costs and devising a plan that would work for both the Southern and Northern areas and provide the Board with their findings for final approval to move the project forward.

Gary Thomas inquired if tipping fees within the municipalities would be reduced if curbside recycling was implemented.

Katelyn Hayden advised there would be a reduction in landfill fees. However, there would be a corresponding reduction in revenue for each ton diverted, as the RSC has an operating fee and a recycling fee which funds our current program. Katelyn Hayden advised there is funding budgeted for our current recycling program and when we compared cost savings versus revenue reduction we have approximately \$245,000. Katelyn Hayden stated we need to determine how much additional funding would be required to implement curbside recycling as without this information a decision cannot be made. Katelyn Hayden advised we need to proceed with preparing a request for proposal to determine the cost of a recycling transfer station and the cost of transportation to a recycling sorting facility.

Jim Kennedy stated the diversion rate is expected to increase, as currently we only have a 3.4% diversion rate which is very poor. Jim Kennedy noted when the Miramichi region implemented their curbside project their diversion rate was increased from 4% to an average of 20%.

Brian Hayden requested a motion to accept the Solid Waste Committee recommendations.



Arthur Slipp asked to speak to the motion and inquired if there was a specific breakdown of the \$46,551 showing how the funding is to be expended. Katelyn Hayden reiterated the aforementioned cost information, highlighting to the members WVRSC's portion (\$18K) to create a temporary solid waste position who will be tasked with the exploration of curbside recycling. Katelyn Hayden stated if we receive funding for the Canada Summer Job student the commission will require \$3,335 to fully fund portion of that position. Katelyn Hayden further advised funding will be required to begin the previously noted communication strategy regarding curbside recycling throughout the area, as our goal is to ensure the public has ample opportunity to ask questions and voice any concerns. Katelyn Hayden noted the cost of attending local events, preparing promotional materials, radio/newspaper advertising, etc. will be costly; however, it is critical the public is involved and fully understands the program and associated costs.

Arthur Slipp asked what the promoted message would be to the public and Katelyn Hayden advised she would not know the details until the RFP is completed and total costs are known, as the taxpayer's primary concern will be cost.

Troy Stone provided further clarification for Arthur Slipp regarding reserve funding and advised this was reviewed during the budget process. Arthur Slipp stated since the \$46,551 was a precise number he was asking what the components of the expenditures were to equal that amount. Katelyn Hayden advised the \$46,551 is the actual amount currently available in a cashable GIC. Arthur Slipp stated if the motion was passed then the entire amount could be expended. Troy Stone stated theoretically that would be correct. Katelyn Hayden advised spending is at the discretion of the Solid Waste Committee and the Finance Committee oversees all expenditures.

BE IT RESOLVED that \$46,551 be transferred from the Solid Waste Operating Reserve fund to the Solid Waste Operating fund to be used to fund the continued exploration of curbside recycling.

Moved: Brian Hayden
Seconded: Gary Thomas

Carried

Finance Committee Update:

Joan Kennedy, Finance Manager, presented the 1st quarter financials to the members as recorded in the May 17, 2016 Finance Committee minutes covering the period January – March 2016.

Motion: To accept the financial report as recommended by the Finance Committee and presented by Finance Manager, Joan Kennedy

Moved: Gailen Allen
Seconded: Steve Manual

Carried

Extension of committee terms:

Jim Kennedy stated the Executive committee is asking the Board to approve an extension for all committee member terms, as the local service district chairs have not yet been selected and the newly elected Mayors have not been sworn in yet. Jim Kennedy advised as a result we are asking for an extension to the terms until a Board meeting in July or August. Jim Kennedy noted as done in past elections we will be establishing a nominating committee.



Motion: To approve the term extension for the Executive Committee and the committee members until the next Board meeting held after June 30, 2016.

Moved: Alexis Fenner

Seconded: Gary Thomas

Carried

New Business:

Jim Kennedy advised we need to create the nominating committee who will be selecting the next Executive members and noted the committee should consist of two Mayors and two LSD Chairs. Jim Kennedy asked for a show of hands for those interested in sitting on this committee and the following members raised their hands:

Jim Kennedy – LSD Chair

Brian Hayden – LSD Chair

Alexis Fenner – Mayor

Craig Melanson – Mayor

Jim Kennedy stated a Nominating Committee report will be presented at the next Board meeting and the Executive Committee members and Committee members will also be appointed at that time.

Motion: To accept the Nominating Committee as presented

Moved: Elaine English

Seconded: Joe Weston

Carried

Auditor Selection:

Troy Stone, Chair of the Finance Committee, recommended to the Board members that Lenehan McCain be selected again as the 2016 Auditor.

Motion: To select Lenehan McCain as the Auditor for 2016

Moved: Tim Linton

Seconded: Gailen Allen

Carried

Jim Kennedy advised the annual report was distributed by email and requested the members review the contents and noted the group has many accomplishments to be proud of. Jim Kennedy stated he looks forward to the coming year.

Troy Stone and Jim Kennedy thanked Gary Thomas, Mayor of Centreville and Terry Ritchie, Mayor of Perth-Andover for their services.

In Camera Session:

None



Adjournment:

Motion: The Chair, Jim Kennedy called for a motion to adjourn the meeting at 7:40 p.m.
Moved: Elaine English

Recording Secretary: Bev Gullison



Troy Stone
Secretary



Katelyn Hayden
Executive Director