



Board of Directors Meeting
August 30, 2017
3143 Main St., Centreville, NB

In Attendance:

Elaine English, **Chair**, Mayor, Canterbury
Alexis Fenner, Mayor, Plaster Rock
Arthur Slipp, Mayor, Woodstock
Craig Melanson, Mayor, Hartland
James Kennedy, LSD, Debec
Karl Curtis, Mayor, Florenceville-Bristol
Marianne Bell, Mayor, Perth Andover
Tena McLellan, LSD, Simonds

Alma Kilfoil, LSD, Kent
Brian Hayden, LSD, Woodstock
Gailen Allan, LSD, Aberdeen
Joseph Weston, LSD, Lakeville
Leonard Foster, LSD, North Lake
Michael Stewart, Mayor, Centreville
Troy Stone, Secretary, Mayor, Bath

Regrets:

Brent Pearson, Vice-Chair, LSD, Glassville
Stephen Manuel, LSD, Canterbury

Absent:

Lance Graham, Mayor, Meductic
Marven Demmings, Mayor, Aroostook
Joe Trevors

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 6:32 p.m.

Declaration of Conflict of Interest:

None

Approval of Agenda:

Motion: To approve the agenda of the August 30, 2017 meeting.
Moved: Alexis Fenner
Seconded: Alma Kilfoil
Carried

Approval of Minutes:

Craig Melanson advised the June 29, 2017 minutes recorded him to sit as a Recreation Committee member in error and requested a motion to amend Resolution Number 17-16.

17-16-A

BE IT RESOLVED to appoint the following members to sit on the Recreation Committee:

CHAIR - Brian Hayden – LSD, Woodstock
Brent Pearson, LSD, Glassville
Chris Stacey
Elaine English - Mayor, Canterbury
Joe Trevors, LSD, Peel
Kari Harper-Merrithew
Kent Kuhn



Moved: Craig Melanson
Seconded: Joseph Weston
Motion unanimously carried

Motion: To approve the minutes of the June 29, 2017 meeting.
Moved: Leonard Foster
Seconded: Brian Hayden
Carried

Presentations:

Opportunities New Brunswick

As requested by the Board Members during the June 29, 2017 Board Meeting, prior to signing the Memorandum of Understanding between ONB and the Regional Service Commission, representatives from Opportunities New Brunswick, Nora Lacey and Donald Hammand, were in attendance to clarify any remaining questions or concerns. Another presentation was provided as a refresher to the May 11, 2017 special briefing session.

They reiterated the primary goal was to ensure a local/regional economic development framework is in place around the province to improve communication between local/regional stakeholders and the provincial/federal economic development agencies.

Concerns were discussed regarding long-term funding for the position and Nora stated she did not foresee the Regional Service Commissions having any funding commitments, as Opportunities New Brunswick will fund all the cost and the Province is simply requesting your commitment by signing the Memorandum of Understanding.

17-20

BE IT RESOLVED that the Western Valley Regional Service Commission support and sign the Memorandum of Understanding between Opportunities New Brunswick and the Western Valley Regional Service Commission.

Moved: Alexis Fenner
Seconded: Joseph Weston
Motion unanimously carried

Business Arising:

Solid Waste – Curbside Recycling

Katelyn Hayden advised the RFP for Recycling Carts closed on August 14, 2017 and 2 submissions were received, which were previously circulated to all by email. The submissions were received from IPL and JS Bellis Ltd. Katelyn informed the members that the Solid Waste committee is recommending that Capital Reserve funds also be used to further reduce price per unit. Katelyn reiterated to the members that numbers shown are only estimates at this time, as exact household numbers have not yet been received from the membership to confirm Statistics Canada data.

Katelyn stated the only concerns received from the Curbside Recycling Analysis document that was forwarded to all Board members to review with their respective Councils and LSD Committee members was received from the Village of Perth-Andover. Katelyn reviewed these questions and responses as



listed below:

Question: Promotional & educational costs

Response: Estimated in the 2018 draft budget and will be supplemented by grant funding

Question: Cost of cart distribution

Response: Unknown at this time. Reserve funds and ETF grants will be available. If the Board should decide to proceed with the implementation, staff will explore distribution options and membership was informed staff are open to offer best method of delivery recommendations

Question: Cost of Maintenance of limited depots in areas where curbside waste collection will not be offered

Response: The cost to maintain the depots is available as budgeted in the 2018 draft budget

Question: Is Sub-Regional program possible?

Response: The proposal is for a region wide program and all costing has been based on regional participation

Katelyn informed the members if the commission wished to proceed with the Curbside Recycling implementation investigation, that further information will be required. The following next steps were discussed with the members:

- Membership confirmation of household numbers
- Membership waste collection by-laws & contracts - who do you provide curbside collection to? (Staff has household numbers from Statistics Canada but the numbers used depend on local by-laws and must be verified by the members)
- Route realignment in association with waste collectors - Creation of 4 sub-regional collection areas (based on volumes and geography)
- Municipal options for maintaining 4 waste collections (draft budget contains 3 waste collections and 1 recycle collection monthly). Municipalities must advise if they see the need to continue with 4 monthly waste collections and provide options
- Municipal preference for cart financing vs. cash purchase.

Katelyn reminded the membership that residents who currently do not receive curbside waste collection will not receive curbside recycling, as the same collection contracts are applicable.

New Business:

2018 Draft Solid Waste Budget

Katelyn repeated to the members that the Solid Waste budget is an estimate based on historic tonnages and that the numbers will never be 100% accurate, as they are based on resident behaviors. These budget documents were forwarded to the members for their review prior to the Board meeting.

The 2018 draft Solid Waste budget, as reviewed by the Finance committee on August 13, 2017, was presented to the Board by Finance Manager, Joan Kennedy. Joan reviewed 2 budget options, a Status Quo Solid Waste budget and a 15% Diversion Recycling Solid Waste Budget with the members. Katelyn noted the differences between the two options were \$1,076, which does not include the cost of the cart purchase.



Member discussions followed regarding the increase in tipping fees from Northwest Sanitation, cart distribution expenses, program education cost and further clarification required regarding transport fees. Katelyn advised operating reserves could be utilized to assist with the cost of cart distribution and program education and also stated grant opportunities from the Environmental Trust Fund would be applied for.

Alternative options were discussed in attempts to reduce overall cart purchase expense, such as utilizing smaller containers or recycle bags, it was discussed that the cost of bags, over time, exceeds the cost of the carts to individual property owners.

Craig Melanson, Chair of the Solid Waste Committee, advised the Board members that the entire Solid Waste Committee is encouraged about the progress of the curbside recycling project and the estimated costs were much lower than they had anticipated. Craig also stated that the utilization of capital reserve funding to assist with overall program cost reductions would be an effective choice.

Arthur Slipp asked Craig Melanson if it was the position of the Solid Waste Committee to utilize capital reserve funding to reduce the cost of the cart purchases and inquired if the Committee was requesting a motion during tonight's meeting. Arthur stated his council needs to understand the costs before he can offer a vote.

Marianne Bell addressed concerns regarding the additional cost to transport materials to the JS Bellis depot in Woodstock, as Northwest Sanitation informed her that fees would be increased. Katelyn stated she would need to receive further clarification, as this was not her understanding during previous discussion with the owner of Northwest Sanitation.

Katelyn advised that the curbside proposal was outlined in the curbside recycling analysis report that was distributed to everyone for review with their Councils and LSD Advisory Committees, and the draft budget shows the total estimated costs. Katelyn stated she would have the Curbside Recycling Analysis report edited to show the cost and redistributed, as a decision must be made at the next Board meeting due to budget deadlines. Katelyn informed the members the next Board meeting must be moved ahead to September in order to meet the deadline. It was decided by the membership that the next Board meeting would be held on September 20, 2017.

Katelyn requested a motion to table the below Solid Waste Committee recommendations:

RFP WVRSC-2017-01 – June 21, 2017

Recommend Option A of the J. S. Bellis curbside recycling proposal to the Board of Directors for approval

RFP WVRSC-2017-02 – August 13, 2017

Recommend to the Board of Directors to accept the cart purchase proposal from IPL

Motion: To **Table** the Solid Waste recommendations to accept Option A of the J. S. Bellis curbside recycling proposal and to accept the cart purchase proposal from IPL until the September 20, 2017 Board meeting

Moved: Troy Stone

Seconded: Alma Kilfoil

Motion unanimously carried



Committee Reports:

Finance Committee

Troy Stone, Chair of the Finance Committee, presented the year-to-date financials as of July 31, 2017, as was reviewed and approved by the Finance Committee during their August 13, 2017 meeting.

Motion: To approve the financial reports as of July 31, 2017 as presented.

Moved: Troy Stone

Seconded: Alexis Fenner

Motion unanimously carried

2018 Draft Budget

Joan Kennedy presented the remainder of the 2018 draft budget. It was noted that in order to meet budget deadlines, the draft budget must receive Board approval at the September meeting in order to send the draft budget to all Council members and CAOs for their review.

Executive Director Report

Katelyn notified the members the Premier's office wishes to meet with all Local Service District representatives, Mayors and their councils on September 6, 2017 beginning at noon at the Best Western and requested that all council members and LSD members be made aware of the invitation and provide an RSVP as soon as possible.

In Camera Session:

None

Adjournment:

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 8:50 p.m.

Moved: Alexis Fenner

Recording Secretary: *Bev Gullison*

A handwritten signature in blue 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