



**Board of Directors Meeting**  
June 29, 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  
Joseph Weston, LSD, Lakeville  
Leonard Foster, LSD, North Lake  
Michael Stewart, Mayor, Centreville  
Tena McLellan, LSD, Simonds

Alexis Fenner, Mayor, Plaster Rock  
Arthur Slipp, Mayor, Woodstock  
Brian Hayden, LSD, Woodstock  
Gailen Allan, LSD, Aberdeen  
Joseph Trevors, LSD, Peel  
Karl Curtis, Mayor, Florenceville-Bristol  
Marianne Bell, Mayor, Perth Andover  
Stephen Manuel, LSD, Canterbury  
Troy Stone, Secretary, Mayor, Bath

**Regrets:**

**Absent:**

Lance Graham, Mayor, Meductic  
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:**

Stephen Manuel, Chair of the Policing committee, requested to add a Policing Committee update to the agenda.

**Motion:** To add an update from the Policing Committee to the June 29, 2017 agenda  
**Moved:** Stephen Manuel  
**Seconded:** Arthur Slipp  
**Carried**

**Motion:** To approve the agenda of the June 29, 2017 meeting.  
**Moved:** Karl Curtis  
**Seconded:** Alma Kilfoil  
**Carried**

**Declaration of Conflict of Interest:**

None

**Approval of Minutes:**

**Motion:** To approve the minutes of the April 20, 2017 meeting.  
**Moved:** Tena McLellan  
**Seconded:** Gailen Allen  
**Carried**



**Presentations:**

Simon Mitchell, WWF – Climate Change Adaptation

A climate change adaptation plan update was provided and Board members were advised Simon has been working with several of the region's municipalities to assist them with climate change vulnerability assessment and adaptation planning. Simon stated that this plan is a priority with the Province and reminded them that in the new Climate action plan implemented by the Province, municipalities were instructed to complete their climate adaptation and vulnerability assessment plans by 2020. Simon stated he will be working with the municipalities and engage LSDs to assist them on a regional level.

**Business Arising:**

**New Board Members**

Joe Trevors, the new LSD Chair for the Local Service District of Peel, was introduced and Leonard Foster, the LSD Chair for North Lake will transfer from an alternate Board Member to a fulltime Board Member.

**New Business:**

**Solid Waste – Request for Proposal Update**

Anne Henderson was introduced as the Solid Waste Manager.

Katelyn Hayden advised the Curbside Recycling Request for Proposal closed on June 19, 2017 with one submission received from J.S. Bellis, now owned by Fero. J. S. Bellis is also offering to sort materials at their facility, which will eliminate the need to transport the materials to another location.

Diversion cost estimates were reviewed with the members, which illustrated associated costs and project funding estimates. Katelyn noted that diversion is estimates to be in the range of 15%, compared to the existing diversion of 3.5% - 4.37%, and noted there will always be a cost involved to recycle materials.

There were discussions regarding how curbside recycling would change the existing collection costs and contracts. Katelyn advised collection would be done under the members current waste collection contracts by replacing 1 waste collection for 1 recycling. It was further advised that Northwest Sanitation is open to working with the commission by transporting recyclable materials to the Woodstock sorting facility proposed offered by J. S. Bellis.

Craig Melanson, Chair of the Solid Waste Committee, advised the Committee will be recommending to the Board to accept the proposal offered by J.S. Bellis and a motion to accept the proposal will be requested at the next Board Meeting. This will provide the members an opportunity to review the information with their Councils and Local Service District advisory committees prior to considering a motion on the topic.

Katelyn stated if the Board directs staff to continue with the exploration of curbside collection that next steps would be to:

- RFP for Residential carts
- Gather estimated municipal and LSD household numbers
- Explore cart funding options, such as municipally funded or capital borrowing options
- Prepare 2018 promotional budget
- Prepare provincial grant applications for 2018 funding
- Review collection contract implications



Katelyn stated if the Board recommends they proceed with the project, the Solid Waste Manager will travel throughout the region to ensure the public is educated (trade shows, events, and open houses).

Arthur Slipp addressed concerns regarding providing education before knowing additional cost as the project may not proceed. Katelyn reviewed the cost estimates once again with the Board members. Katelyn informed the members that cost will be greater during the implementation year due to the public education component.

#### **17-19**

**RESOLVED** To table the Curbside Recycling Implementation Request for Proposal motion forwarded by the Solid Waste Committee until the next scheduled Board meeting

Moved: Craig Melanson

Seconded: Brent Pearson

**Motion unanimously carried**

Katelyn Hayden inquired with the Board members how they wished to direct staff to proceed with the Curbside Recycling implementation project until the next Board meeting and if project promotion initiatives should begin. The Board directed staff to confirm household numbers and to prepare the Request for Proposal for the residential carts.

#### **17-07**

**RESOLVED** To prepare and post the Request for Proposal for the purchase of the residential recycling carts prior to the next Board meeting.

Moved: Joseph Weston

Seconded: Tena McLellan

**Motion unanimously carried**

Elaine English stated a motion is required if the Board also wishes to direct staff to move ahead with the education of curbside recycling implementation. Craig stated there are a lot of promotional materials that will need to be created and if the Board decides to approve the implementation, we need to be ready to begin educating. Board members agreed that preparation of promotional work and education should begin now as Councils must be informed.

#### **17-08**

**RESOLVED** To proceed with the preparation of the promotional materials required to implement a possible curbside recycling and to inform Councils and Local Service Districts.

Moved: Craig Melanson

Seconded: Alexis Fenner

**Motion unanimously carried**

#### **17-09**

**RESOLVED** To direct staff to undertake the remaining preliminary steps required to begin the potential curbside recycling implementation project, including cart funding options, obtaining household numbers, provincial grant applications, and collection implications

Moved: Arthur Slipp

Seconded: Brian Hayden

**Motion unanimously carried**



### Canadian Radiocommunications Information and Notification Service (CRINS)

Katelyn Hayden stated it is the opinion of Staff that CRINS is no longer serving the best interest of the Commission and therefore Staff recommend a motion to withdraw from CRINS. Katelyn noted that at such a time that CRINS improves its level of service the Commission may at that time make a motion to once again become a member.

The members inquired regarding the cost of this service and Katelyn advised there is no direct cost to individual communities but noted the Provincial Planning Directors may look to develop a consistent policies & procedures for Radio Communication Towers.

#### **17-10**

**RESOLVED** To withdraw participation in the Canadian Radiocommunication Information and Notification Service (CRINS)

Moved: Brent Pearson  
Seconded: Leonard Foster  
**Motion unanimously carried**

### Introduction of Recreation Coordinator

Neil Antworth was introduced as the newly appointed Regional Recreation Coordinator.

### Opportunities New Brunswick

Katelyn Hayden stated as a result of the special briefing session that was conducted on May 11, 2017 with Opportunities NB, a memorandum of understanding and a job description were distributed to all members for review. Katelyn stated that Opportunities NB is requesting the Commission sign a memorandum of understanding for the project, which is funded solely by ONB in order to develop a regional economic development plan.

The Board discussed confusion concerning project specifics and the Regional Service Commission responsibilities. Katelyn reiterated that ONB wishes to partner with the Municipalities and LSDs to develop a regional economic development plan and the individual hired will be an employee of Opportunities NB, as indicated in the documents provided.

The Board inquired if a representative from ONB could attend our next Board meeting in order to answer questions and to provide further clarification for the position and expectations, as the role within the Commissions still remains unclear.

#### **17-11**

**RESOLVED** To table signing the Opportunities New Brunswick Memo of Understanding until further clarification is received.

Moved: Craig Melanson  
Seconded: Joseph Weston  
**Motion unanimously carried**



### 2016 Annual Report

Katelyn Hayden reviewed the 2016 Annual Report as previously distributed to all Board members and requested a motion to accept the Report.

**17-12**

**RESOLVED** To accept the 2016 Annual Report as presented

Moved: Stephen Manuel  
Seconded: Gailen Allen  
**Motion unanimously carried**

### Nominating Committee – Member Selection Announcement

Elaine English reminded the Board that during the April 20, 2017 Board meeting it was resolved that the Nominating Committee approve a Term of Reference and committee member recommendations have been prepared based on background and areas of expertise of board members. Elaine stated that efforts were made to ensure members would not be selected to sit on more than 2 committees. As a result, the following committee member selections are proposed by the Nominating committee:

**17-13**

**RESOLVED** To appoint the following members to sit on the *Oversight Committee*:

CHAIR - Jim Kennedy – LSD, Debec  
Arthur Slipp - Mayor, Woodstock  
Elaine English - Mayor, Canterbury  
Marianne Bell, Mayor, Perth-Andover  
Stephen Manuel, LSD, Canterbury  
Tena McLellan, LSD, Simonds

Katelyn Hayden asked 3 times if there were any further nominations for the Oversight Committee. There were no further nominations received.

Moved: Brian Hayden  
Seconded: Joseph Weston  
**Motion unanimously carried**

**17-14**

**RESOLVED** To appoint the following members to sit on the *Finance Committee*:

CHAIR - Troy Stone - Mayor, Bath  
Alma Kilfoil, LSD, Kent  
Craig Melanson, Mayor, Hartland  
Elaine English - Mayor, Canterbury  
Karl Curtis, Mayor, Florenceville-Bristol  
Gailen Allen, LSD, Aberdeen



Elaine English asked 3 times if there were any further nominations for the Finance Committee. There were no further nominations received.

Moved: Jim Kennedy  
Seconded: Brent Pearson  
**Motion unanimously carried**

**17-15**

**RESOLVED** To appoint the following members to sit on the *Policing Committee*:

CHAIR - Stephen Manuel - LSD, Canterbury  
Alexis Fenner - Mayor, Plaster Rock  
Arthur Slipp - Mayor, Woodstock  
Brian Hayden - LSD, Woodstock  
Elaine English - Mayor, Canterbury  
Gailen Allen, LSD, Aberdeen  
Michael Stewart, Mayor, Canterbury

Elaine English asked 3 times if there were any further nominations for the Policing Committee. There were no further nominations received.

Moved: Alma Kilfoil  
Seconded: Joseph Weston  
**Motion unanimously carried**

**17-16**

**RESOLVED** To appoint the following members to sit on the *Recreation Committee*:

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

Elaine English asked 3 times if there were any further nominations for the Recreation Committee. There were no further nominations received.

Moved: Craig Melanson  
Seconded: Joseph Weston  
**Motion unanimously carried**

**17-17**

**RESOLVED** To appoint the following members to sit on the *Solid Waste Advisory Committee*:

CHAIR - Craig Melanson - Mayor, Hartland  
Elaine English, Mayor, Canterbury  
Jim Kennedy - LSD, Debec  
Joseph Weston - LSD, Lakeville  
Keith Helmuth



Leonard Foster LSD, North Lake  
Luc Marcoux

Elaine English asked 3 times if there were any further nominations for the Solid Waste Committee. There were no further nominations received.

Moved: Gailen Allen  
Seconded: Alma Kilfoil  
**Motion unanimously carried**

**Becca Scholfield Day Presented**

Katelyn advised the members that a letter was received from MLA R. Bruce Fitch requesting support from the WVRSC to annually recognize the 3<sup>rd</sup> Saturday in September as Becca Schofield Day in support of her random acts of kindness proposal, and requested all members present the proposal to their councils.

**Committee Reports**

**Police Committee Update:**

Stephen Manuel, Chair of the Police Committee, stated the committee met with members of the region's RCMP on June 6/17 and was informed that the results provided by the mobile speed sign were a tremendous help to them in addressing problem areas. Stephen Manuel stated the purchase of another mobile speed sign would be beneficial and the Policing committee is requesting a motion tonight to allocate additional funding to cover the cost of purchasing an additional speed sign when preparing the 2018 budget.

Troy Stone requested the Policing Committee inquire with the RCMP the number of mobile speed signs they feel are necessary in order to provide adequate coverage for our large region.

**17-18**

**RESOLVED** To include funding in the 2018 Budget to cover the cost of an additional mobile speed sign

Moved: Stephen Manuel  
Seconded: Alexis Fenner

1 Nay Vote

**Motion carried**

**Executive Director Report:**

Katelyn Hayden stated she wished to applaud the 3 municipalities for participating in the climate change initiatives and highlighted the benefits of working together as a region.

After a discussion between board members, a clear consensus was reached that the next Board meeting will be held on August 30, 2017 beginning at 6:30pm.

**In Camera Session:**

None



**Adjournment:**

**Motion:** The Chair, Elaine English called for a motion to adjourn the meeting at 8:10 p.m.

**Moved:** Brian Hayden

Recording Secretary: Bev Gullison

A handwritten signature in blue ink, appearing to read "T. 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**