



Board of Directors Meeting
December 14, 2017
3143 Main St., Centreville, NB

In Attendance:

Elaine English, Chair, Mayor, Canterbury
Brent Pearson, Vice-Chair, LSD, Glassville
James Kennedy, LSD, Debec
Joseph Weston, LSD, Lakeville
Leonard Foster, LSD, North Lake
Tena McLellan, LSD, Simonds
Troy Stone, Secretary, Mayor, Bath

Alexis Fenner, Mayor, Plaster Rock
Gailen Allan, LSD, Aberdeen
Joseph Trevors, LSD, Peel
Karl Curtis, Mayor, Florenceville-Bristol
Marianne Bell, Mayor, Perth Andover
Tracey DeMerchant, Deputy Mayor, Hartland

Regrets:

Arthur Slipp, Mayor, Woodstock
Brian Hayden, LSD, Woodstock
Lance Graham, Mayor, Meductic
Michael Stewart, Mayor, Centreville
Paul Bradley, LSD, Brighton
Stephen Manuel, LSD, Canterbury

Absent:

Marven Demmings, Mayor, Aroostook

Staff In Attendance:

Katelyn McGrath, 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 6:40 p.m.

Approval of Agenda:

Motion: To approve the agenda of the December 14, 2017 meeting.
Moved: Joseph Weston
Seconded: Tena McLellan
Carried

Declaration of Conflict of Interest:

None

Approval of Minutes:

Motion: To approve the minutes of the November 9, 2017 meeting.
Moved: Gailen Allen
Seconded: Alexis Fenner
Carried

Presentations:

None



Business Arising:

None

New Business:

2017 Pro-Forma Summary & Reserve Funds

Troy Stone, Chair of the Finance Committee, presented the 2017 pro-forma summaries and provided explanations for the 2017 surpluses. Troy advised the Finance Committee is recommending to the Board of Directors that the current \$54,000 Solid Waste surplus and the \$30,000 Recreation surplus be reserved to the Capital Reserve Fund.

Marianne Bell requested that the detail for the pro-forma summaries be distributed to all Board members for further review. Finance Manager, Joan Kennedy confirmed she would distribute this detailed information to all Board members for further review and noted there would be some minor variations, as December figures were estimates only based on historical data.

Troy Stone stated the Finance committee is requesting three motions, consisting of one for the \$54,000 Solid Waste surplus and two motions for the Recreation surplus, consisting of one to create the Recreation Capital Reserve Fund and one to reserve the \$30,000 surplus.

17-28

BE IT RESOLVED to reserve \$54,000 of the 2017 Solid Waste Fund Surplus to the Capital Reserve Fund

Moved: Jim Kennedy
Seconded: Joseph Weston
Motion unanimously carried

17-29

BE IT RESOLVED to create a Regional Recreation Capital Reserve Fund

Moved: Alexis Fenner
Seconded: Tena McLellan

On the question, Marianne Bell inquired regarding the intended purpose of the reserve funding. Katelyn McGrath advised the Commission is accountable to the Department of Tourism, Heritage and Culture and all spending will be approved by them and must be in compliance with the region's Recreation Master Plan. Katelyn further stated Board of Director's approval to bring the funds out of reserve would be required. Elaine English stated that the Recreation Master Plan consists of many recommendations and at this point associated costs are not yet known. Troy Stone reiterated that funding would need to be utilized for the purpose of a Recreation capital expense.

Motion unanimously carried

17-30

BE IT RESOLVED to reserve \$30,000 of the 2018 Regional Recreation Fund Surplus to the Capital Reserve Fund

Moved: Joseph Weston
Seconded: Gailen Allen
Motion unanimously carried



Appointment of 2017 Auditor

Troy Stone advised an oversight occurred during the 2017 annual general meeting and the 2017 auditor was not officially appointed and therefore, the Finance Committee is recommending for consideration by the Board of Directors that Lenehan McCain & Associates be reappointed.

17-31

BE IT RESOLVED to appoint Lenehan McCain & Associates as the 2017 Auditor

Moved: Alexis Fenner
Seconded: Leonard Foster
Motion unanimously carried

Village of Perth-Andover Letter to WVRSC Board of Directors

Elaine English advised a letter was received from the Village of Perth-Andover and was circulated to the Board members for review prior to the meeting (*letter attached*). Elaine asked Marianne Bell to speak on behalf of the letter. Marianne addressed the Village of Perth-Andover's concerns as listed in the letter and advised they do not wish to sign up for this program unless they are 100% comfortable that it will function as proposed and would like an independent study completed in order to feel more confident, as the Village of Perth-Andover requires more guarantees with the program.

Elaine stated the independent study being requested has already been completed by other Regional Service Commissions and requested that Jim Kennedy, Chair of the Solid Waste committee, speak on this.

Jim Kennedy advised that the Restigouche Regional Service Commission recently conducted this study at a cost of approximately \$35,000 and the recommendations of the study were to perform the steps as we are proposing to do with our program. They also recommended using the tip carts as the best solution and the Restigouche board has made the motion to implement an identical program to that proposed in the Western Valley.

Marianne Bell questioned how we can guarantee that the recyclable materials are actually being recycled, as this will upset the public if this is not the case, as there have been articles written that suggested this may not always be occurring.

Jim Kennedy advised that Fero and the prior owner, JS Bellis, is not in the business of throwing recyclables in the garbage, as this is a business and they make every attempt to resell the product. The only material they mention as waste is the plastic bags, as we will not be collecting these. Jim stated that Fero has his full confidence that they will recycle all the recyclable product, and it is certainly not to their advantage to discard recyclable materials.

Marianne requested if recyclable tonnages could be provided to them for review to ensure current recyclables collected are actually being recycled.

Katelyn McGrath advised these tonnages are regularly provided to us for review, and our current recycling contract allow us to audit JS Bellis. Katelyn stated we see the tonnage going in as waste and we also see the tonnage going in as recyclables and noted if the waste tonnage doesn't match the tonnage going to the landfills, we are certainly aware of this. Katelyn stated there had been a few cases where school paper bins have been contaminated with water and JS Bellis contacted us for permission to dispose of the contaminated materials in the landfill.

Joe Trevors stated education will be required to ensure contamination is avoided as much as possible.



Alexis Fenner advised, we are in the infancy stages and will be a trial and error process, however, she noted as people learn there will be less contamination and almost everything is recyclable. Alexis stated she is fully confident that the diversion rate will be much greater than 15% in the future, as the market exists and sees a recyclable program as a necessity for the region.

Jim Kennedy stated we require the support of the entire Board to make the program successful and mentioned that we have the advantage of having the resources of the Miramichi and Restigouche regions to assist us with the implementation. Jim informed Marianne that Katelynn can provide her council with the statistics that will help with building confidence in the program and noted that this is a voluntary program and training the population is critical. Jim advised that the method being proposed is the most economically feasible option and the only affordable option.

Elaine English requested a motion be made for the Executive Director to review the Village of Perth-Andover's concerns with the Solid Waste committee and compose a letter responding to their concerns.

Motion: To have the Solid Waste Committee along with staff prepare a reply to a letter to the Village of Perth-Andover responding to the issues addressed in their dated November 28, 2017.

Moved: Troy Stone
Seconded: Alexis Fenner
Motion unanimously carried

Municipal Capital Borrowing Board

Troy Stone, Chair of the Finance committee, advised that the Finance Committee has forwarded the following resolution for consideration by the Board of Directors: *that* the Western Valley Regional Service Commission submit to the Municipal Capital Borrowing Board an application for authorization to borrow up to \$780,267 over a 5-year term to fund the capital cost of wheeled recycle carts.

Katelyn advised the wording 'up to' was inserted into the resolution, as there was a possibility of a surplus being reserved during the Board meeting and noted the initial estimates for the number of required carts will be required to be confirmed by the collections contractors.

17-32

BE IT RESOLVED that the Western Valley Regional Service Commission submit an application to the Municipal Capital Borrowing Board for authorization to borrow up to \$780,267 over a 5-year term to fund the capital cost of wheeled recycle carts.

Moved: Troy Stone
Seconded: Joseph Weston
1 Nay Vote

Carried

Executive Director Updates

Katelyn McGrath advised the new Development Officer/Building Inspector will start January 8, 2018 and the Planner position will be advertised, as budgeted for in the 2017 and 2018 budgets.



Katelyn McGrath provided the following Recreation initiatives in progress:

- Created and implemented a dedicated webpage for recreation www.rsc12.ca , which includes, asset mapping, recreational directory, and a dedicated older adult page
- Started a Facebook page to post and inform people of events throughout the region - www.facebook.com/rsc12/recreation
- Published a 55+ directory to inform our adult population of exercise, connection and wellness opportunities in the Western Valley and will be available for distribution later this week
- Joined and took an active role in the Western Valley Recreation Association. This will help build partnerships and positive relationships within the recreation community.
- Attended and conducted a brief presentation at the 2017 Recreation NB conference in Fredericton. Our Recreation Manager outlined who we are, what our implementation strategies looks like and what are some of the barriers and opportunities we face.
- Partnered with Town of Florenceville- Bristol, WVRA and Recreation NB in hosting NB plays Gold in action workshop.
- Created a Western Valley volunteer policy and application form, started a database of volunteers for the new year. These can be found on our website under recreation/volunteer page which ca be filled out on-line or printed.
- Partnered with the Village of Centreville to hold a wreath decorating social, which allowed us to administer an older adult survey to investigate what kind of programming they would like to be offered in the future, what they would like to be involved with as far as volunteering and what is the most effective way to get information to them. Our intent would be to roll this out in the new year to the LSD's and community centers so that we can be effective in delivering regional recreation and health and wellness services.
- Started building an on-going relationship with community school coordinators to partner with alternative in school and after school programming.

Katelyn informed the Board members that the next meeting date is scheduled for February 15, 2018.

Adjournment:

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 7:35 p.m.

Moved: Alexis Fenner

Recording Secretary: Bev Gullison

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

Troy Stone
Secretary

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

Katelyn McGrath
Executive Director