



Board of Directors Meeting
April 19, 2018

In Attendance:

Elaine English, **Chair**, Mayor, Canterbury
Arthur Slipp, Mayor, Woodstock
Brian Hayden, LSD, Woodstock
Joseph Trevors, LSD, Peel
Karl Curtis, Mayor, Florenceville-Bristol
Marianne Bell, Mayor, Perth Andover
Stephen Manuel, LSD, Canterbury
Tracey DeMerchant, Deputy Mayor, Hartland

Alexis Fenner, Mayor, Plaster Rock
Brent Pearson, Vice-Chair, LSD, Glassville
James Kennedy, LSD, Debec
Joseph Weston, LSD, Lakeville
Leonard Foster, LSD, North Lake
Michael Stewart, Mayor, Centreville
Tena McLellan, LSD, Simonds
Troy Stone, Secretary, Mayor, Bath

Regrets:

Lance Graham, Mayor, Meductic

Absent:

Marven Demmings, Mayor, Aroostook
Gailen Allan, LSD, Aberdeen

Staff In Attendance:

Katelyn McGrath, Executive Director / Planning Director
Joan Kennedy, Financial Administrator
Bev Gullison, Office Administrator
Colleen Bawn, Planner

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 19, 2018 meeting.
Moved: Alexis Fenner
Seconded: Brian Hayden
Carried

Declaration of Conflict of Interest:

None

In Camera Session:

A motion to move the meeting to in-camera was presented at 6:32 pm

Motion: To move the meeting to in-camera
Moved: Brent Pearson
Seconded: Joseph Weston
Motion unanimously carried



A motion to move the meeting out of camera was presented at 6:38 pm

Moved: Brian Hayden
Seconded: Brent Pearson
Motion unanimously carried

New Staff Introductions

As a result of internal discussions, Katelyn McGrath introduced the interim Executive Director, Frank Tenhave, who will be covering during Katelyn's maternity leave. Colleen Bawn, the recently hired Planner for the Western Valley, was also introduced.

Approval of Minutes:

Marianne Bell advised the February 15, 2018 minutes listed her as having been present at the meeting. However, the Deputy Mayor, Sheila Cummings was in attendance. The error was duly noted and April 19, 2018 minutes will reflect this change.

Motion: To amend the minutes of the February 15, 2018 meeting.

Moved: Brian Hayden
Seconded: Joseph Weston
Carried

Motion: To approve "as corrected" the minutes of the February 15, 2018 meeting.

Moved: Alexis Fenner
Seconded: Leonard Foster
Carried

Presentations:

None

Business Arising:

Amendment to December 14, 2017 minutes

Katelyn advised that the approved December 14, 2017 minutes recorded the date for Resolution 17-30 as 2018 rather than 2017 and an amendment is requested.

BE IT RESOLVED to reserve \$30,000 of the 2017 Regional Recreation Fund Surplus to the Capital Reserve Fund.

Moved: Brian Hayden
Seconded: Joseph Weston
Motion unanimously carried

Curbside Recycling Update:

Katelyn advised carts have been ordered and delivery is scheduled to start on May 14. Katelyn stated temporary cart storage has been arranged for the Centreville and Woodstock areas and that public consultations have begun throughout the region.



Arthur Slipp inquired regarding the cart delivery process and Katelyn advised that J.S. Bellis will be utilizing their existing detailed electronic mapping system when determining the proper delivery routes, etc. Katelyn also informed the members that one cart will be initially provided to every residence and an information booklet will be attached to each cart. Katelyn stated the plan is to start delivery of carts in the northern region first.

Jim Kennedy, Chair of the Solid Waste committee, presented 2 reserve funding resolutions that are being recommended by the Solid Waste committee for approval by the Board.

18-01

BE IT RESOLVED that all solid waste capital reserve funds be brought into the 2018 solid waste operating fund to be used for the purchase of wheeled recycling carts

Moved: Jim Kennedy
Seconded: Alexis Fenner
Motion unanimously carried

Katelyn advised with interest that the exact amounts of the reserve funds will fluctuate.

18-02

BE IT RESOLVED that all solid waste operating reserve funds be brought into the 2018 solid waste operating fund to be used for the implementation of the curbside recycling program, including cart distribution, public education, marketing and promotion.

Moved: Jim Kennedy
Seconded: Joseph Weston
Motion carried
2 Nay Votes

Marianne Bell questioned the definition of Solid Waste and noted that the Village of Perth-Andover believes recycling and solid waste are 2 separate entities and that the Village should have the option to opt out of curbside recycling. Marianne stated the Village of Perth-Andover is opting out of curbside recycling and mixing all funding together makes it too confusing to understand.

Troy Stone provided the definition according to the Community Planning Act and reiterated that Solid Waste is a defined term, which includes recycling. Troy stated there is no separation between waste disposal and recycling, as it is all considered Solid Waste. Jim Kennedy stated the waste simply goes to 2 different channels; landfill and recycling.

Elaine English read letters that were previously circulated to the members from the Village of Perth-Andover and the Village of Meductic about each village's concerns regarding the implementation of curbside recycling. The Village of Meductic advised that due to financial restraints they do not have sufficient funding to participate in curbside recycling program for 2018 but if possible would participate in the program for 2019.

Elaine English, Chair of the Board, responded to each of the questions submitted in an email received from the Village of Perth- Andover, as itemized below:

Village of Perth-Andover: Our municipality is pleased with your agreement for the Village of Perth-Andover not to participate in the curbside program. To help Council gain some additional clarity could you please answer the following –

Chair's Response: I have acknowledged in my letter dated April 10, 2018 that the Village has chosen not to



collect the recycling material at the curb under your collection contract. There has been no agreement to allow the Village of Perth Andover not to participate, as per the approved budget or to “opt out” of the regional program as included in the 2018 budget approved by a majority vote of the Board of Directors. The program is not an option or sub-regional; however, the commission cannot enforce collection. Therefore, a municipality can choose not to collect material under their collection contract, but cannot “opt out” of the commission program or the associated costs, as per the approved budget.

Question 2: Since we are not receiving the carts the other communities will benefit further from Perth-Andover's share of the \$217,233 used from reserve funds for the cart purchase. This will lower the cart cost to the remaining participants. Since Perth-Andover has been opposed to joining the program, why were carts ordered on our behalf?

Chair's Response: Carts were ordered for the entire region as it is a regional program, as per the approved 2018 budget. Individual approval for each LSD and Municipality is not required, as the Board of Directors made the decision to approve the 2018 budget including the regional curbside recycling program, and the costs associated with the implementation of the program.

Since the carts have been ordered they will be delivered to the households of each jurisdiction or if it is the preference of the Village, to a municipal storage facility.

Question 3: Since our community would be only receiving a service similar to last year, we feel a tipping fee in the 2017 range of \$79.40 would be fair. How did you determine that our tipping fees remain the same?

Chair's Response: The tipping fee is \$112.76 as per the approved 2018 budget, whether a community decides to collect the material under their collection contracts or not.

Question 4: In the event that Council chooses to completely self-provide a recycling program. We feel that the 2019 tipping fee for Perth-Andover should not include any cost associated with recycling. This would include costs, such as staffing, recycling contracted services, overhead cost, interest and debt, marketing, etc. Would that be reasonable to the RSC?

Chair's Response: The tipping fee for 2018 and going forward will be as per the approved Commission budget, including the cost of the region-wide curbside recycling program. If a municipality chooses to self-provide a different recycling program it would be at a cost above and beyond the requirements to the Commission budget and does not alter the tipping fee to be charged on waste tonnage as set in the budget.

Question 4: The contracted services in the waste diversion budget changed from \$152,500 to \$228,562 in 2018. Since the new program is only being implemented for a portion of 2018, what is the estimated contracted services fee for 2019?

Chair's Response: The 2019 estimates will be discussed through the draft budget process with the Board of Directors and this process does not begin until the summer of 2018. The 2019 solid waste figures cannot be estimated until after the first 6 months of 2018, as they are based on historic tonnages (the first 6 months of the current year, and the last 6 months of the previous year).

Marianne Bell asked for confirmation that even though the Village of Perth-Andover is requesting to opt out of these services, they will still have to pay the entire cost, and Elaine English confirmed that was accurate. Marianne advised that there are times when municipalities have opted out of services, such as the Town of Woodstock choosing to opt out of Recreation services and some municipalities opting out of building and planning services offered by the Regional Service Commission.



Troy Stone stated that according to the regulation that was created by the Province of New Brunswick, Solid Waste is a common service and not a shared service and the Board made a decision to move forward with the curbside program and the 2018 Budget was approved.

Arthur Slipp stated the Town of Woodstock had requested the program be delayed for a year, as they also had program concerns and wanted to receive a legal opinion to clarify if Solid Waste included curbside recycling and if legally it is a mandated service. However, he noted the Town did not wish to fund the associated cost to obtain a legal opinion and council voted to support the program.

Troy Stone reiterated that the rules are clearly laid out by the Province of New Brunswick and recycling is part of Solid Waste, which is a mandated service.

Marianne stated the Village of Perth-Andover definitely believes recycling is not a mandated service and advised the Village is not opposed to the concept, but have concerns how the program will be operated and questioned if there are guarantees regarding contamination, where the materials will be sold and if materials are actually being recycled, heavy carts and plastic recycling restrictions.

Elaine English advised that J.S. Bellis Ltd. is a reputable company and is audited regularly by the office staff and the Executive Director can request additional information from them at any time. Katelyn advised that reports are provided regularly of exact tonnages accepted at both landfills and we also receive confirmation from the transfer station of the tonnages received by them.

Brent Pearson stated he believes that further communication and education is necessary between the Regional Service Commission and the Village of Perth-Andover, as the Village feels their questions are not being addressed and suggested that the Solid Waste Committee meet with the CAO of Perth-Andover.

Jim Kennedy, Chair of the Solid Waste Committee, advised he would be pleased to meet with Perth-Andover and recommended that a motion be passed that would certify that curbside recycling is not optional and will cover the Western Valley region in its entirety.

18-03

BE IT RESOLVED that the curbside recycling program is a mandated service following under the Solid Waste authority and that the program cannot be opted out of in the future.

Moved: Jim Kennedy

Seconded: Joseph Weston

Arthur Slipp addressed concerns with the motion advising, at this point no legal determination has been made and therefore, he would like to table the motion in order to discuss this with his council. Marianne Bell agreed.

4 Nay Votes

Motion carried

Elaine English advised a letter will be drafted to the Village of Meductic advising there is no option to opt out of the curbside program and the letter received from the Village of Meductic was read.

New Business:

- 2017 Audit

Troy Stone, Chair of the Finance Committee, advised a clean 2017 audit was received from Lenehan, McCain & Associates and he recognized Finance Manager, Joan Kennedy for her efforts in supplying an error free financial audit. Troy presented the 2017 audited Financial Statements to the members.



18-04

BE IT RESOLVED to accept the 2017 financial audit report as prepared by Lenehan, McCain & Associates, as reviewed by the Finance committee

Moved: Troy Stone
Seconded: Stephen Manuel
Motion unanimously carried

- Appointment of the 2018 Auditor

18-05

BE IT RESOLVED to appoint Lenehan, McCain & Associates as the 2018 Auditor

Moved: Troy Stone
Seconded: Joseph Weston
Motion unanimously carried

- First Quarter Financials
Troy Stone presented the first quarter financial reports, ending on March 31, 2018, as reviewed and approved by the Finance committee

18-06

BE IT RESOLVED to accept the 2018 first quarter financials ending March 31, 2018

Moved: Troy Stone
Seconded: Alexis Fenner
Motion Unanimously Carried

- Commission Credit Card Application Approval

18-07

BE IT RESOLVED To approve the application for a credit card having a limit of \$1,000.

Moved: Troy Stone
Seconded: Alexis Fenner
Motion Unanimously Carried

- Acting Executive Director Signing Authority

18-08

BE IT RESOLVED to approve signing authorization for Frank Tenhave, the Acting Executive Director

Moved: Troy Stone
Seconded: Steven Manuel
Motion Unanimously Carried

- 2017 Annual Report

18-09

BE IT RESOLVED to approve the 2017 Annual Report as circulated

Moved: Joseph Weston
Seconded: Leonard Foster
Motion unanimously carried



- Recreation Coordinator and Committee
Katelyn advised that the Recreation Coordinator position will be advertised again. Katelyn also recommended that the members now sitting on the Recreation committee be reviewed, as members need to be more engaged and possibly possess an interest in Recreation.

Chair's Report

Elaine English advised that a seed position has been approved and asked the members to provide names of qualifying individuals.

Executive Director Update

Next meeting will be held on June 21, 2018.

Adjournment:

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 8:03 p.m.

Moved: Tena McLellan

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 McGrath", written over a horizontal line.

Katelyn McGrath
Executive Director

Acting

Frank Tarhede