



**Board of Directors Meeting
Minutes
November 15, 2018**

In Attendance:

Elaine English, Chair, Mayor, Canterbury
Arthur Slipp, Mayor, Woodstock
Brian Hayden, LSD, Woodstock
Dale Patterson, Deputy Mayor, Meductic
Karl Curtis, Mayor, Florenceville-Bristol
Michael Stewart, Mayor, Centreville
Stephen Manuel, Vice-Chair, LSD, Canterbury
Tina Pelkey, LSD, Brighton

Alexis Fenner, Mayor, Plaster Rock
Brent Pearson, LSD, Glassville
Carl Rattray, LSD, Lakeville
Gailen Allan, LSD, Aberdeen
Lucas Flemming, LSD, Debec
Sheila Cummings, Deputy Mayor, Perth Andover
Tracey Demerchant, Deputy Mayor, Hartland
Troy Stone, Secretary, Mayor, Bath

Regrets:

Ed Stone, Upper & Lower Northampton
Joseph Trevors, LSD, Peel
Darin Foster, Mayor, Hartland
Marianne Bell, Mayor, Perth Andover
Leonard Foster, LSD, North Lake

Absent:

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

Staff In Attendance:

Katelyn McGrath, Executive Director
Joan Kennedy, Financial Administrator
Bev Gullison, Office Administrator

Meeting was called to order by Chair of the Board, Elaine English at 6:37 p.m.

Approval of Agenda:

Motion: To approve the agenda of the November 15, 2018 meeting.
Moved: Alexis Fenner
Seconded: Gailen Allen
Carried

Declaration of Conflict of Interest:

None

Approval of Minutes:

Motion: To approve the minutes of the August 16, 2018 meeting.
Moved: Sheila Cummings
Seconded: Lucas Flemming
Carried

Motion: To approve the minutes of the September 13, 2018 meeting.
Moved: Alexis Fenner
Seconded: Steve Manuel
Carried



Presentations:

None

Business Arising:

2019 Budget Approval

Troy Stone advised since the 2019 budget was presented at the September 13, 2018 Board meeting some members have expressed a desire to drop out of the Recreation program, and as a result the revised 2019 budget has been redistributed to you for review, which reflects the changes to the 2019 Recreation budget.

Troy Stone also addressed questions received from John Pinsent, the CAO of the Town of Woodstock, regarding the distribution and payment of recycling carts, and noted he has responded to the CAO. Troy explained the regulatory Act regarding the recycling carts and advised that the regulation is consistent with how costs are recovered for the Solid Waste program.

Arthur Slipp advised that the CAO is requesting a meeting be arranged to discuss their concerns and to determine if it may be a better option for the Town of Woodstock to purchase their carts outright versus borrowing the funds and paying interest. Arthur further inquired regarding the exact number of carts that were budgeted for the Town of Woodstock. Arthur advised he was not looking for a definite answer during the board meeting, but only wished to setup a meeting with the CAO to further discuss their concerns.

Troy advised a meeting will be arranged with himself, the Finance Manager, Executive Director and the Town of Woodstock's CAO. Troy reiterated that the Act is clear regarding cart cost recovery and advised staff have already applied to the Capital Borrowing Board for the Town of Woodstock's cost share.

Alexis Fenner inquired if the Budget also reflected that the Village of Plaster Rock voted to withdraw from the Recreation program. Troy stated that it did not, as staff were not made aware of this request.

Troy Stone expressed his disappointment with the requests from municipalities and villages to withdraw from the Recreation program, as a decision was made by the entire Board two years ago to move ahead with implementing a Recreation program, and the funding investment was made. Troy noted at that time only the Town of Woodstock expressed an interest to opt out of the program. Troy stated that as a Board we need to make a decision on how to move ahead with the Recreation program.

Elaine stated a decision of the Board was made to create a Recreation Coordinator position for a 3-year term, a consultant study was completed, and the members were presented with the overall cost of the program. Elaine noted the original Recreation Co-ordinator resigned in early 2018 and the position was not filled again until August and as a result there was a void. Elaine advised that the current Recreation Co-ordinator has reached out several times to the Village of Canterbury to assist with their Recreation needs, as it is a benefit to us as a small community and the Local Service Districts who do not have their own Recreation Director.

Katelyn McGrath advised that she has spoken to the Province of New Brunswick, as they do fund a portion of the Recreation program, and there is opportunity to possibly change the Recreation Coordinator's job tasks, as his current direction was to implement the steps contained in the Recreation Master Plan which will be difficult with municipalities leaving the program.



Troy advised, as a result of the Village of Plaster Rock's request to also opt out of the Recreation program, the 2019 budgeted figures will need to be further revised, and a decision to approve the budget with the Village of Plaster Rock being removed from the Recreation program is being requested.

18-21

BE IT RESOLVED that the Western Valley Regional Service Commission 2019 Budget as presented at September 13th board meeting be approved with the Village of Plaster Rock cost share removed from the Recreation program.

Moved: Troy Stone
Seconded: Steve Manuel

2 Nay Votes

Motion carried

Reconsider Amending Solid Waste Motion 18-14

Elaine advised during our August 16, 2018 meeting, motion 18-14 was passed concerning directing Solid Waste questions at the Board meetings. There were some members that forwarded concerns regarding the wording of the motion and requested the motion be amended. Elaine stated that the intention of the motion was not that members could not discuss any Solid Waste concerns during the Board meeting and if a change to the motion is necessary, a motion would be required this evening to reconsider the motion at the next Board meeting.

Arthur Slipp addressed concerns regarding the distribution of draft Agendas. Arthur stated procedurally, a motion to add an Agenda item must be completed at the start of a meeting. However, Arthur stated in order to discuss Agenda items with his council that he should be made aware of all Agenda items prior to a Board meeting. Arthur stated he would prefer to review any committee reports prior to the meeting, primarily in areas where specific resolutions may need to be voted on during the meeting. Arthur stated he would like to recommend that a meeting of the Oversight committee occur to discuss how committee reports should be handled.

Katelyn McGrath stated that in the future staff will endeavor to have the Agenda finalized on the Friday prior to the Board meeting, and will provide as much detail as possible, including any motions that staff are aware of at that time.

Sheila Cummings stated that the wording amendment to motion 18-14 should state that any solid waste concerns should be expressed only during the presentation of the Solid Waste committee report, as the existing wording implies that Solid Waste concerns should not be discussed during a Board meeting. Elaine stated the wording of the motion was only to ensure that staff or the Solid Waste Committee was provided time to research any concerns prior to being voiced at the Board meeting. Arthur Slipp agreed that the wording could imply that the Solid Waste committee could have the authority to supersede the judgement of the Board.

18-22

BE IT RESOLVED to reconsider Solid Waste Motion 18-14 at the next scheduled Board meeting

Moved: Sheila Cummings
Seconded: Arthur Slipp
Motion unanimously carried



New Business:

By-Law Enforcement (shared service)

Alexis Fenner inquired regarding interest in investigating the option of cost-sharing a By-Law Enforcement officer with other Villages and smaller Municipalities, which would have the responsibility for areas, such as dangerous animals, untidy premises and noise control. Alexis expressed concerns regarding establishing by-laws but having no means to enforce them due to cost limitations. Elaine recommended that individual Mayors take the proposal back to their respective councils and it will be included as an Agenda item at the next Board meeting.

Policy – Recording of Board Minutes

Katelyn McGrath advised that the Acting Executive Director, Frank Tenhave, had initiated the Recording of Board Minutes Policy during her absence. Katelyn stated a motion is being requested that would permit the recording of the Board meetings to ensure that staff document the meeting minutes accurately and to allow the deletion of the recordings after the Board has approved the meeting minutes.

18-23

BE IT RESOLVED to adopt a policy permitting the recording of Board meetings to ensure the accuracy of information and to allow for the deletion of the recording after the meeting minutes have been approved by the Board.

Moved: Alexis Fenner
Seconded: Troy Stone
Motion unanimously carried

PRAC Committee Member Terms – By Law Revision

Katelyn McGrath stated that during the last Board meeting, members were asked to provide names of individuals who may have a background in the field and be interested in sitting on the Planning Review and Adjustment Committee and as a result only one name was received. Katelyn noted since it takes a considerable amount of time to ensure that our PRAC members understand regulations and to remain current with legislation and given the challenge to find new members, we are requesting that the terms of the committee members be extended.

18-24

BE IT RESOLVED to amend the Planning Review and Adjustment Committee (PRAC) By-Law and Operating Procedures, Section 6, Terms of Office, to allow PRAC members to serve a second additional four (4) – years, or longer term.

Moved: Brent Pearson
Seconded: Alexis Fenner
Motion unanimously carried

Solid Waste Committee Report - Recycling Schedule Change

Katelyn McGrath advised that during the October 23, 2018 meeting of the Solid Waste Committee, a motion was made to recommend to the Board of Director that a standardized Recycling Schedule be established. Katelyn advised that this schedule would make it easier for the public to remember their collection date, as the Solid Waste Committee is recommending changing the schedule to a set, once a month collection, rather than the previous every 4th week schedule. Since some months consisted of 5 weeks, this was causing issues for the public to



remember their collection week each month. A draft of the proposed schedule was circulated and reviewed by the members.

18-25

BE IT RESOLVED to establish a set week of each month for the collection of recyclables in each of the 4 zones within the Western Valley Regional Service Commission beginning in January 2019

Moved: Steve Manuel
Seconded: Sheila Cummings
Motion unanimously carried

Tracey advised that some citizens have raised concerns that collection should be conducted more often. Katelyn advised that as public demands increase we can investigate increasing the number of pickups during 2019 for the following year, as other Regional Service Commissions implementing a recycling program have experienced a similar need.

Brent Pearson inquired what options we can offer the public if extra bins are required. Katelyn advised the Solid Waste committee suggested working with our local hardware stores to offer discounted price, possibly twice a year, as we had purchased these originally from IPL at a discounted price. The Solid Waste Committee is investigating the options and will advise the Board of their recommendations.

Solid Waste Committee Update:

Katelyn advised that starting January 2019, new plastics will be accepted including numbers 3, 6, 7. Katelyn informed the members that Anne Henderson, the Solid Waste Manager, is available to provide recycling education group presentations.

Recreation Committee Update:

Katelyn advised that the Recreation Committee met last week and they have been working with the Province of New Brunswick on the NB Trails project and staff have been working to secure project funding. Katelyn advised that funding for \$40,000 was approved by ACOA. Katelyn further advised the Board that that Trans Canada Trails has committed to providing \$50,000 toward the engineering study of the trail, and the Province has \$100,000 in funding available to WVRSC as well. Katelyn reiterated that there will be no cost to the Western Valley Regional Service Commission for any expenses related to the NB Trails project, as all cost will be funded by the Province of New Brunswick funding.

Executive Director Update

Katelyn advised she returned to work effective October 9, 2018, working 2 mornings a week. Katelyn also informed the members that Colleen Bawn is no longer employed with the Western Valley Regional Service Commission and that Roxanne Nielson will be trained to perform many of the Development Officer duties.

In Camera Session:

None

The next Board meeting is tentatively scheduled for December 13, 2018.

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Centreville, NB
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Adjournment:

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 7:50 p.m.

Moved: Alexis Fenner

Recording Secretary: Bev Gullison



Troy Stone
Secretary



Katelyn McGrath
Executive Director