

2015
ANNUAL REPORT
WESTERN VALLEY REGIONAL SERVICE COMMISSION



**"To serve the public by fostering an environment
where well planned development and regional collaboration thrive."**

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**A Message from James Kennedy
Chairperson of the Western Valley Regional Service Commission**



As the Chair of Western Valley Regional Service Commission I am pleased to present the 2015 Annual Report. I would like to thank the members of the Board of Directors for their time and dedication to the Commission business over the past year. I would also like to acknowledge and thank the many committee members for their participation and support of the many ongoing projects and planning decisions that require great attention to detail and careful consideration on their part.

During the past year the Board has heard from and supported many regional efforts such as the Appalachian Trail Authority, the World Wildlife Federation's Saint John River Project and Climate Change Vulnerability Assessment, Regional Recreation Service Master Plan, Safer Communities and Neighbourhoods (SCAN), and the Department of Healthy & Inclusive Living. Many of these projects and initiatives have the ability to make our region a healthier and safer place for residents and I am pleased by our on-going participation and support in the spirit of co-operation and collaboration.

I am confident that 2016 will see our members continue to work together, support one another, and co-operate on current and future projects. Through a mutual respect for one another, a celebration of our differences as well as our similarities, Western Valley Regional Service Commission will be well suited to adjust to mandate changes that may occur in the future.

It has been a pleasure to work with the Board of Directors and Commission staff over the past year as Chair of the Board of Directors, and I look forward to what is to come.

Sincerely,

A handwritten signature in black ink that reads "James A. Kennedy". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

Jim Kennedy
Chairman of the Board
Western Valley Regional Service Commission

History

In December 2011, the Provincial Government undertook a broad range of actions to create a new Local Governance System in New Brunswick. One of the five objectives outlined in the Action Plan supporting this new system was to increase collaboration, communication and planning between communities. The establishment of twelve Regional Service Commissions for the Province will help communities to communicate and collaborate regionally, as well as plan on a regional basis. On January 1st, 2013, Regional Service Commission 12 was established as a body corporate, pursuant to the provisions of the Regional Service Delivery Act, and the Regulations made thereunder.

Governance and Administration

The 2015 Board of the Commission was made up of the following twenty members:

Ten Municipal Mayors

Karl Curtis – Mayor, Florenceville-Bristol
J. Craig Melanson – Mayor, Hartland
Elaine English – Mayor, Canterbury
Terrence Ritchie – Mayor, Perth-Andover
Lance Graham – Mayor, Meductic
Arthur Slipp – Mayor, Woodstock
Marven Demmings – Mayor, Aroostook
Gary Thomas – Mayor, Centreville
Alexis Fenner – Mayor, Plaster Rock
Troy Stone – Mayor, Bath

Ten Local Service District Chairs

Paul Bradley – Chair, LSD of Brighton
Brent Pearson – Chair, LSD of Glassville
Ed Stone – Chair, LSD of Northampton
Jim Kennedy – Chair, LSD of Debec
Tim Linton – Chair, LSD of Gordon
Stephen Manuel – Chair, LSD of Canterbury
Brian Hayden – Chair, LSD of Woodstock
Leonard Foster – Chair, LSD of North Lake
Gailen Allan – Chair, LSD of Aberdeen
Alma Kilfoil – Chair, LSD of Kent
Joseph Weston – Chair, LSD of Lakeville *Alternate
Jill Hunter – Chair, LSD of Peel * Alternate

Executive Director - Jo-Anne Lockhart / Katelyn Hayden

The Commission has seven standing committees:

The Executive Committee:

Chair – James Kennedy, Chair, LSD of Debec
Vice-Chair – Karl Curtis, Mayor, Florenceville-Bristol
Secretary – Troy Stone, Mayor, Bath

Oversight Committee:

Chair – James Kennedy Chair, LSD of Debec
Elaine English, Mayor, Village of Canterbury
Arthur Slipp, Mayor, Town of Woodstock
Craig Melanson, Mayor, Town of Hartland
Alma Kilfoil, LSD< Kent
Karl Curtis, Mayor, Florenceville-Bristol

Finance, Budget and Audit Committee:

Chair – James Kennedy, Chair, LSD of Debec
Elaine English, Mayor, Village of Canterbury
Arthur Slipp, Mayor, Town of Woodstock
Brian Hayden, Chair, LSD of Woodstock
Craig Melanson
Tim Linton, Chair, LSD of Gordon
Troy Stone, Mayor, Village of Bath

Policing Committee:

Chair – Elaine English, Mayor, Village of Canterbury
Brian Hayden, Chair, LSD of Woodstock
Stephen Manuel, Chair, LSD of Canterbury
Arthur Slipp, Mayor, Town of Woodstock
Alexis Fenner, Mayor, Village of Plaster Rock
Craig Melanson, Mayor, Town of Hartland
James Kennedy, Chair, LSD of Debec
Terrence Ritchie, Mayor, Perth-Andover

Recreation Committee

Chair – Brian Hayden, Chair, LSD of Woodstock
Arthur Slipp, Mayor, Town of Woodstock
Craig Melanson, Mayor, Town of Hartland
Elaine English, Mayor, Canterbury
Jill Hunter, Chair, LSD of Peel
Jim Kennedy, Chair, LSD of Debec
Paul Bradley, Chair, LSD of Brighton
Chris Stacey, Recreation Director, Florenceville-Bristol
Jennifer Bear, Tobique First Nations
Kari Harper-Merrithew, Village of Plaster Rock
Kent Kuhn, Provincial Advisory Representative
Terrence Ritchie, Mayor, Perth-Andover

Solid Waste Advisory Committee:

Chair – Craig Melanson
Luc Marcoux, Member at large
Keith Helmuth, Member at Large
James Kennedy, Chair, LSD of Debec
Joe Weston, LSD of Lakeville

Planning Review and Adjustment Committee:

Chair – Andy Leech,
Vice-Chair – Brent Pearson, Chair, LSD of Glassville
Trevor Welch,
Mark Atwater,
Elaine English, Mayor, Village of Canterbury
Alan McLaughlin
Ken Clark

Mandates

The Regional Service Delivery Act requires Commissions to provide the following services:

Regional Policing Collaboration - The Regional Service Commissions will serve as a forum through which the effectiveness and efficiency of policing services is reviewed and evaluated on a regional basis. In addition, the Commissions will identify issues of common concern within their regions and provide direction on priorities for policing services.

Regional Planning - The Regional Service Commissions will be responsible for the development of a Regional Plan, the aim of which would be to better coordinate and manage development and land use within each of the 12 regions.

Local Planning in Local Service Districts - The Regional Service Commissions will provide land use planning services to all Local Service Districts. This function includes the development of rural plans, the administration, and enforcement of the plans, the issuance of building permits, conducting building inspections, and the

approval of subdivisions, etc. All Municipalities and Rural Communities will be able to obtain their local planning services from the Commissions.

Solid Waste Management - The Regional Service Commissions will provide solid waste disposal services to the Municipalities, Rural Communities, and Local Service Districts within their respective regions, a role formerly performed by the Solid Waste Commissions. This includes the operation of the landfills and transfer stations, as well the coordination of various recycling programs, the handling of hazardous waste, and the promotion of composting.

Regional Emergency Measures Planning - The Regional Service Commissions will serve as the vehicle through which Municipalities, Rural Communities, and Local Service Districts will plan, coordinate, and pool resources on a regional basis in order to enable more effective responses to emergency situations.

Regional Sport, Recreational, and Cultural Infrastructure Planning and Cost-Sharing - The Regional Service Commissions will be responsible for facilitating the planning and cost-sharing of major sport, recreational and cultural facilities within each of their respective regions.

Commissions will be required to meet any provincial or other established standards associated with the services being delivered.

Other services - Regional Service Commissions will also be able to provide other services, as agreed to by their member communities, on either a regional (all commission members) or sub-regional basis (one or more interested members, depending on the service).

Service arrangements - Based on the direction of each Commission's Board, the Commissions will have the authority to facilitate and oversee arrangements and agreements between communities for cost sharing on services and infrastructure.

Collaboration on Regional Issues - One of the most important roles of the Regional Service Commissions will be to collaborate on regional issues and service decisions. This could include:

- ✓ Making regional planning decisions on the location of community-based infrastructure or land use, which affects more than one community.
- ✓ Accessing or applying for provincial and federal funding, where applicable, to benefit region-wide service delivery.
- ✓ Working together to seek new investments within a region, including those with economic benefits.

Services to First Nations Communities - The regional services model will enable service provision to those First Nations Communities which choose to purchase services. These arrangements will be developed in consultation with First Nations Communities and the provincial Aboriginal Affairs Secretariat.

Regional Profile

The Western Valley Regional Service Commission is comprised of the Towns of Woodstock, Florenceville-Bristol, and Hartland; The Villages of Aroostook, Bath, Canterbury, Centreville, Meductic, Perth-Andover, and Plaster Rock; the Tobique First Nation and the Woodstock First Nation; and the Local Service Districts of Wakefield, Richmond, Debec, Woodstock, Benton, North Lake, Canterbury, Peel, Simonds, Wicklow, Wilmot, Lakeville, Aberdeen, Brighton, Kent, Northampton, Upper Kent, Coldstream, Somerville, Glassville, Upper and Lower Northampton, Gordon, Perth, Andover, Lorne, and Riley Brook. Region 12 has a population of 35,447.

The people of Western Valley enjoy a rural setting highlighted by the Saint John River and bordered on the west by the State of Maine. A close relationship with the United States positions our region very well for exporting and international business relationships. The U.S. interstate highway 95 has its northern origin at the International Border Crossing, in the LSD of Richmond.

The key economic activities in this region include Agriculture and Food Processing, Forestry and Value-Added wood products, Metal Fabrication and Transportation.

WVRSC Mission Statement

“To serve the public by fostering an environment where well planned development and regional collaboration thrive.”

WVRSC Vision Statement

“To responsibly provide local governance services effectively and cost efficiently and foster regional collaboration”.

WVRSC Strategic Plan 2013-2018

The strategic plan was adopted by the Board for the five-year period, 2013-2018. The plan includes the following goals:

- ✓ **Consistent, Accountable Community Policing**
Establish an active policing committee that will liaise with public safety services, RCMP, Border Services, the Western Valley Crime Stoppers Chapter, and Natural Resources, monitor policing efforts in the Region, and respond appropriately. The Policing Committee continues to maintain an active dialogue with the RCMP.
- ✓ **Adoption of a Regional Land Use Plan**
At this time the Province is reviewing the process and elements of a Regional Plan through the modernization of legislation. This file will likely become an important topic at the Regional Service Commission in the coming years.
- ✓ **Strengthen the Commission’s Identity within the Region**
The Commission has been working diligently to strengthen our partnerships with local communities as well as external departments and organizations, and will continue to do so.

✓ **Consistent, Efficient, and Cost Effective Collection of the Region’s Solid Waste**

Following the completion of the Stantec study, the Commission reviewed the transfer station agreement and re-negotiated with our service provider, J.S. Bellis. The new agreement, effective January 1, 2015, was signed for 7 years with a 3 year renewal.

The Commission held four “household hazardous waste days” (HHW) in 2015 in order to improve the collection of hazardous and electronic waste in the region, which were funded by an Environmental Trust Fund grant. The Province is currently in the process of implementing an electronic waste recycling program. Therefore, going forward the commission will be promoting the Provincial program rather than offer the service.

In 2015 the Commission had 21 recycling bins at 18 locations throughout the Region. Some bins were re-branded in 2015 with the Western Valley Regional Service Commission logo. This rebranding was put on hold during the evaluation of curbside recycling collection. In addition, “paper only” bins were located in 4 additional area schools with funds from the Environmental Trust Fund.

✓ **Develop the Commission’s Position on Recreational Property**

The Commission reviewed the Provincial mandate on recreational property including public access to recreational waters, rural ice surfaces, baseball/softball diamonds, and public parks within the region. An application for an Environmental Trust Fund grant was made to fund the development of a Master Recreational Plan in 2015.

✓ **Regional Emergency Plan**

The Commission cooperates with the Provincial office of Public Safety, EMO, municipalities and LSDs to develop a Regional Plan to respond to emergency situations.

WVRSC BOARD COMMITTEE MEETINGS/EXPENSES

The Commission annually budgets for a given number of meetings for the Board and the Committees. The number of meetings can vary dependent on the ongoing projects for the Commission. In 2015 the Commission held 6 regular Board of Directors meetings and 1 special meeting. Attendance records for all board members are listed in the following chart Board Meeting Attendance Tracking 2015.

BOARD MEETING ATTENDANCE TRACKING 2015							
Member	Feb-03	Mar-24	May-04	May-26	Aug-25	Oct-20	Dec-8
Alma Kilfoil - LSD, Kent	✓	✓	✓	✓	✓	✓	✓
Alexis Fenner - Mayor, Plaster Rock	✓	✓	✓	✓	✓	✓	✓
Arthur Slipp - Mayor, Woodstock	✓	✓	✓	✓	✓	✓	✓
Brent Pearson - LSD, Glassville	✓	✓	✓	✗	✓	✗	✓
Brian Hayden – Vice Chair - LSD, Woodstock	✓	✗	✓	✓	✓	✓	✓
Ed Stone - LSD, Upper & Lower Northampton	✗	✓	✓	✓	✓	✓	✓
Elaine English - Mayor, Canterbury	✓	✓	✓	✓	✓	✓	✓
Gailen Allan - LSD, Aberdeen	✓	✓	✗	✗	✓	✓	✓
Gary Thomas - Mayor, Centreville	✓	✓	✗	✗	✗	✗	✗
J. Craig Melanson Mayor, Hartland	✓	✓	✓	✓	✓	✓	✓
Jill Hunter - LSD, Peel (Alternate)		✓	✗	✓	✓		
Jim Kennedy – Chair - LSD, Debec	✓	✓	✓	✓	✓	✓	✓
Joseph Weston - LSD, Lakeville (Alternate)	✓	✓	✓	✗	✓	✓	✓
Karl Curtis - Vice Chair - Mayor, Florenceville-Bristol	✓	✓	✓	✓	✓	✓	✓
Lance Graham – Mayor, Meductic	✗	✗	✗	✗	✗	✗	✗
Leonard Foster LSD, North Lake	✓	✗	✗	✗	✓	✗	✗
Marven Demmings - Mayor, Aroostook	✗	✗	✗	✗	✗	✗	✗
Mike Grant, Deputy Mayor, Perth Andover	✓						
Paul Bradley - LSD Brighton	✓	✓	✓	✗	✓	✓	✗
Stephen Manuel - LSD, Canterbury	✗	✓	✓	✗	✓	✓	✓
Terrence Ritchie - Mayor, Perth Andover	✗	✓	✓	✓	✓	✓	✓
Tim Linton - LSD, Gordon	✓	✓	✓	✓	✓	✓	✓
Troy Stone - Secretary - Mayor, Bath	✓	✓	✓	✓	✓	✓	✓

Total 2015 expenses for the Board and Committees are shown in the chart 2015 Board & Committee Expenses. Individual member expenses are shown in the 2015 Board & Committee Member Expenses chart. Board and Committee members are paid a per diem as stated in the RSC Procedural By-laws if they are in attendance for the meetings, as well as travel, accommodation, meal allowances as per the NB Provincial guideline.

2015 Board & Committee Expenses	
RSC12 Board	\$ 12,979.45
Finance Committee	\$ 3,748.48
Oversight Committee	\$ 2,507.56
Policing Committee	\$ 3,714.83
Solid Waste Committee	\$ 4,348.33
PRAC	\$ 4,219.72
Regional Recreation Committee	\$ 5,788.12
Other	\$ 2,150.10
TOTAL	\$ 39,456.59

2015 Board & Committee Member Expenses					
Name	Honorarium	Travel	Meals	Cell Allowance	Totals
Gailen Allan	375	205			580
Eugene Anderson	400	70			470
Mark Atwater	525	112			637
Jennifer Bear	150	86			236
Paul Bradley	675	157			832
Kenneth Clark	375	83			458
Karl Curtis	1,150	325			1,475
Elaine English	2,575	1,363			3,938
Alexis Fenner	900	1,305			2,205
Leonard Foster	450	226			676
Lance Graham					0
Kari-Harper Merrithew	375	214			589
Brian Hayden	1,925	266			2,191
Keith Helmuth	525	19			544
James Kennedy	5,200	1,402		450	7,052
Alma Kilfoil	675	330			1,005
Kent Kuhn	525	19			544
Tim Linton	825	908			1,733
Andrew Leech	600				600
Stephen Manuel	525	257			782
Luc Marcoux	375	46			421
Alan McLaughlin	450	382			832
Craig Melanson	2,525	640			3,165
Brent Pearson	750	331			1,081
Terrence Ritchie	525	436	59		1,020
Arthur Slipp	1,350	111			1,461
Chris Stacey	525	130			655
Ed Stone	450	236			686
Troy Stone	1,075	445	34		1,553
Gary Thomas	150	21			171
Trevor Welch	375	205			580
Joe Weston	975	306			1,281
Totals	\$ 28,275	\$ 10,635	\$ 92	\$ 450	\$ 39,452

WVRSC staff is reimbursed for travel, accommodation, meals at the provincial rate, as well as out-of-pocket expenses. 2015 expenses are recorded in the 2015 Staff Expenses chart below:

2015 Staff Expenses									
Employee	Travel	Accommodation	Parking	Meals	Cell Phone Allowance	Fuel	Car Rental	Clothing Allowance	Total
Jo-Anne Lockhart	1,913.68	669.10	20.00	183.00	400.00				\$ 3,185.78
Katelyn Hayden	1,160.71	418.10	0.00	184.08	600.00	186.18	238.43		\$ 2,787.50
Gerret Hoekman	1,518.64	0.00	0.00	21.00	600.00			214.64	\$ 2,354.28
Brent DesRoches	5,534.18	930.44	0.00	270.00	1,020.00			209.09	\$ 7,963.71
Bev Gullison	231.65	0.00	0.00	0.00					\$ 231.65
Joan Kennedy	67.24	0.00	0.00	0.00					\$ 67.24
Totals	\$ 10,426.10	\$ 2,017.64	\$ 20.00	\$ 658.08	\$ 2,620.00	\$ 186.18	\$ 238.43		\$ 16,590.16

Land Use Planning and Building Inspection

The Western Valley Regional Service Commission administers the South Central Carleton County Area Rural Plan Regulation that covers the Local Service Districts of Woodstock, Northampton, Wakefield, and Simonds, and ensures that land use applications in the remainder of the Local Service Districts in the region conform to Provincial Acts and Regulations. Building permits and planning services are provided to all of the region's 26 LSDs.

Planning Department Statistics

	2013	2014	2015
Building Permits	124	136	151
Development Permits	104	51	76
Subdivision Files	93	81	98
Special Approvals	13	25	25

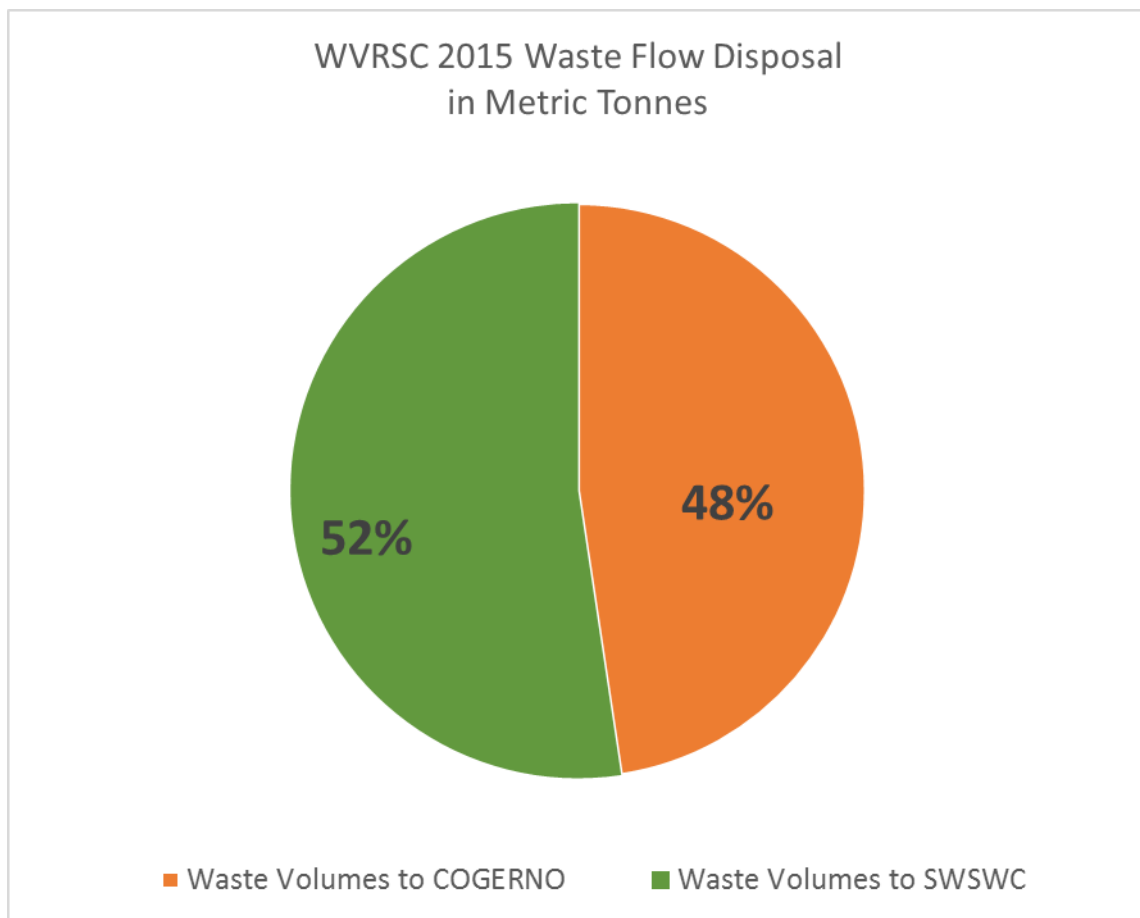
The Commission currently has formal agreements with the Town of Hartland and the Villages of Plaster Rock, Centreville, Bath and Canterbury to provide Planning and Building Inspection Services including the issuance of building permits, performance of inspections to ensure compliance with the National Building Code of Canada, and administration of all by-laws created under the Community Planning Act. These agreements also include updating and administration of Municipal Plans, Zoning By-Laws, and Rural Plans.

Waste Management

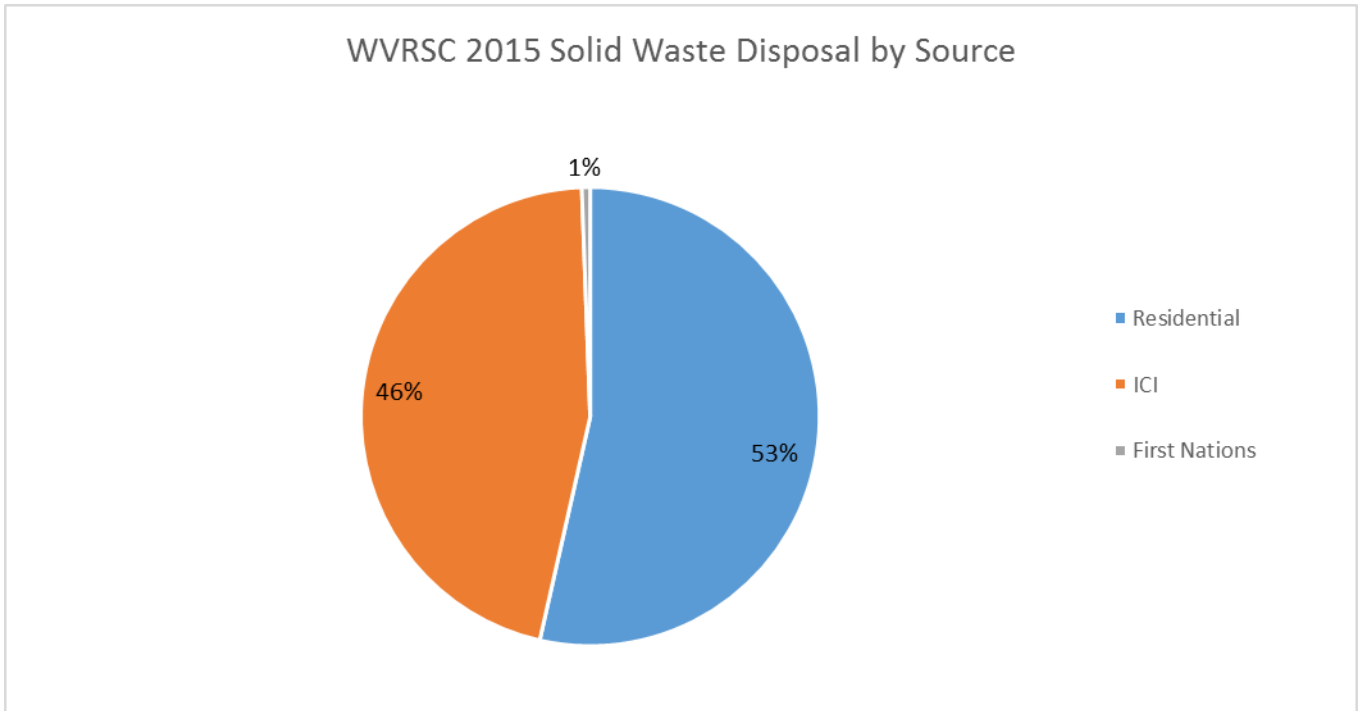
The Western Valley Regional Service Commission is responsible for waste disposal and recycling. Waste collection is the responsibility of the towns, villages and the Department of Environment and Local Government (ELG) on behalf of the local service districts (LSDs).

The Commission disposal contract is predicated by a 1997 ministerial agreement between the Commission (formerly Valley Solid Waste), Northwest Solid Waste Facility in Region 1 and Southwest Solid Waste Facility in Region 8 to dispose of 50% +/- 5% to the Northwest and the Southwest facilities. Waste from our Northern communities such as Perth-Andover, Plaster Rock and the adjacent LSDs is hauled directly to the Northwest site. All other waste is first hauled to the transfer station in Woodstock and is consolidated and trucked either to the Northwest or the Southwest Solid Waste facility.

The chart below, 2015 Waste Flow Disposal in Metric Tonnes, shows the Commission's adherence to the landfill split agreement.

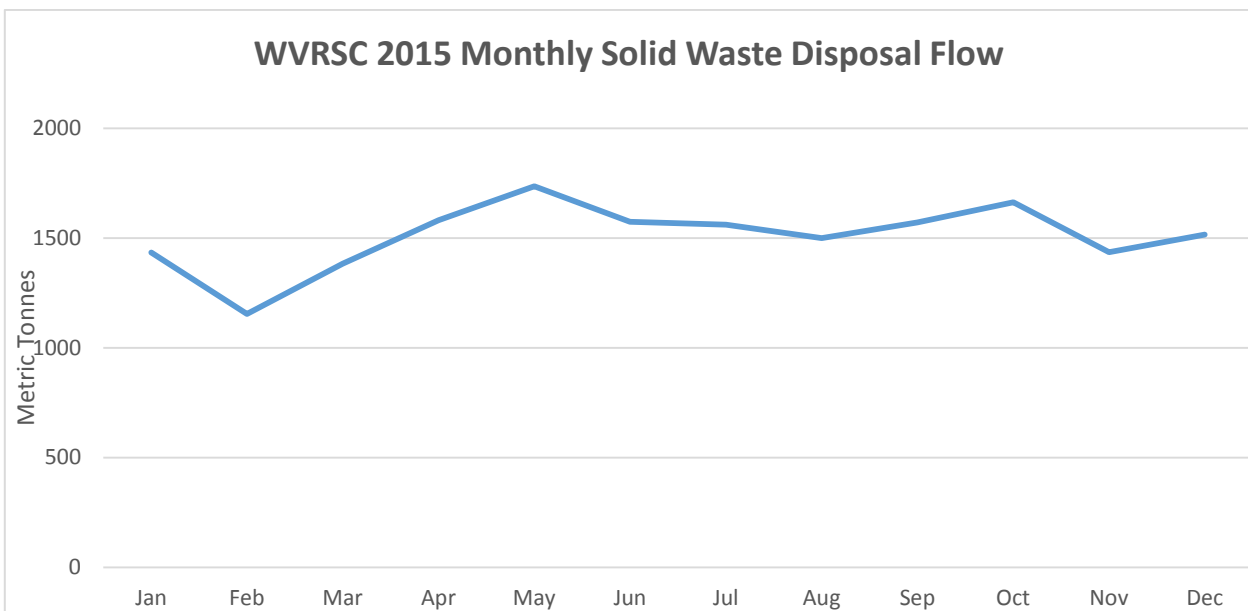


The following chart shows the breakdown of Solid Waste Disposal by source – Residential, Industrial/Commercial and First Nations

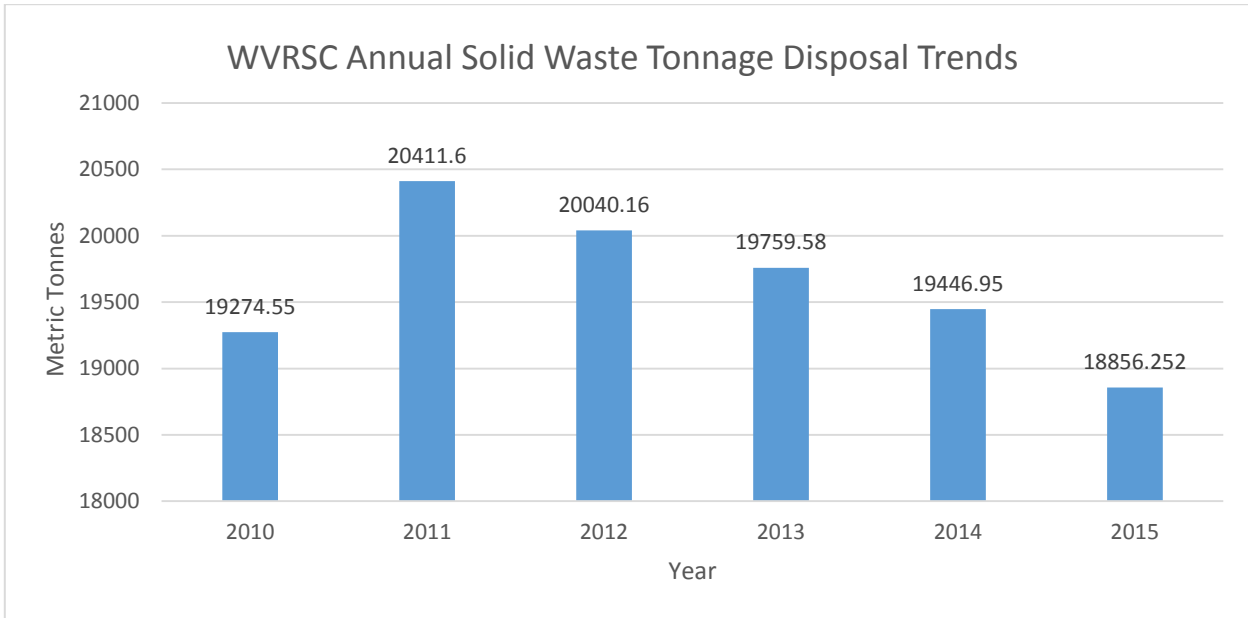


The Transfer Station contract expired on December 31, 2014. The Waste Committee and the Board reviewed the options and a new agreement effective January 1, 2015 is in force for a ten-year period (7 years, plus 3-year renewal) with the existing contractor, J. S. Bellis Ltd.

Waste Disposal is seasonal, as shown in the graph below, 2015 Monthly Waste Flow, with higher disposal during the late spring and summer months.

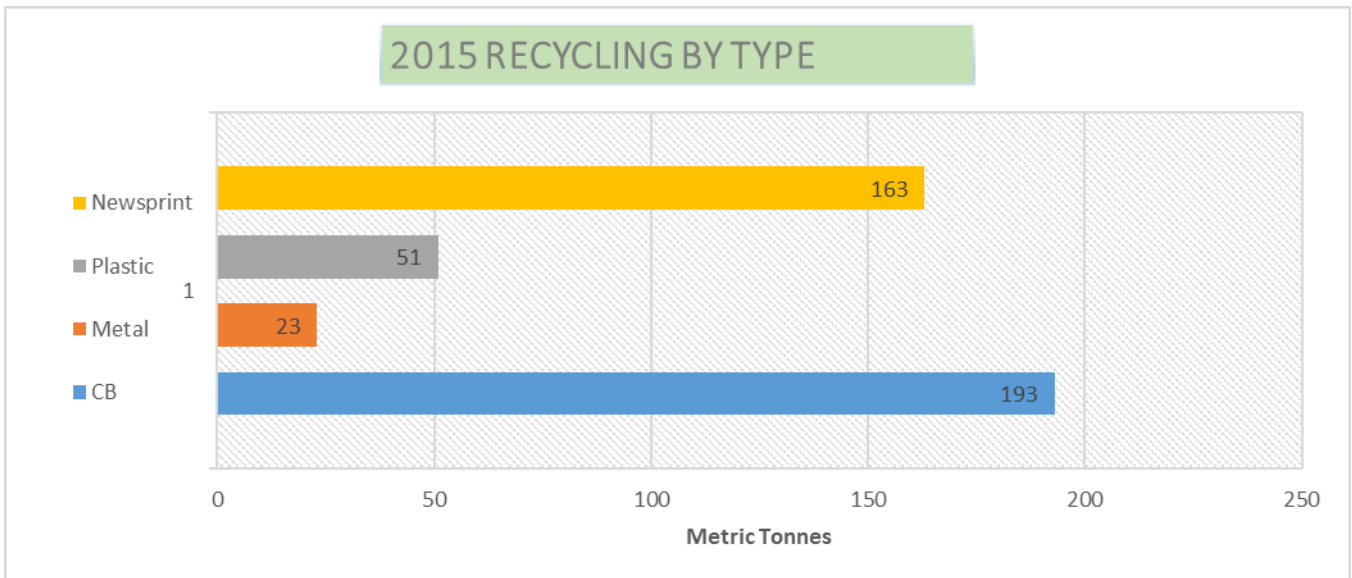


The chart below, Annual Solid Waste Tonnage Trends, shows the disposal trend since 2010.



The Commission owns and maintains 21 recycling collection bins throughout the Region. A seasonal bin is located at North Lake for seasonal cottage dwellers, with great success.

The bins are collected and the contents delivered to the Transfer Station by J.S. Bellis Ltd for sorting and transfer to the landfill facilities or sold to companies who recycle. The charts below, 2015 Recycling by Type and Recycle Bins Aggregate Totals by Community - 2015, show the collection pattern:



Recycle Bins					
Aggregate Totals by Community					
2015					
Community	CB	Metal	Plastic	Newsprint	Total
Bath	12,627	1,263	3,356	11,004	28,250
Canterbury	4,900	570	1,100	4,040	10,610
Centreville	11,799	1,581	3,337	9,803	26,520
Currie's Yard	500	10	200	500	1,210
Debec	3,729	336	793	3,142	8,000
Dimock Building	6,165	790	1,470	5,245	13,670
Florenceville Civic Center	11,480	1,400	2,840	9,540	25,260
Florenceville Co-op	13,925	1,660	3,580	12,205	31,370
Glassville	4,470	460	1,180	3,840	9,950
Grafton	12,230	1,705	3,200	9,860	26,995
Hartland	12,715	1,570	3,300	11,035	28,620
Houlton Rd.	4,810	520	1,080	4,280	10,690
Jacksonville	10,435	1,175	2,825	8,965	23,400
Meductic	3,170	500	930	2,760	7,360
North Lake	325	35	70	290	720
Perth-Andover Civic Center	11,605	1,570	3,335	10,230	26,740
Perth-Andover Station St.	11,080	1,150	3,035	9,065	24,330
Plaster Rock	9,280	1,020	2,660	7,490	20,450
Woodstock Superstore	42,450	5,260	11,405	35,965	95,080
Tobique	2,310	280	560	1,870	5,020
Woodstock 1st Nation	2,780	490	620	2,340	6,230
Totals	192,785	23,345	50,876	163,469	430,475
Total Metric Tonnes	192.79	23.35	50.88	163.47	430.48

Accomplishments and Challenges

In 2015, the Western Valley Regional Service Commission lost their newly hired Executive Director and the Planning Director was again called upon to cover the void in addition to her regular Planning and Waste Management duties. The Planning Director was appointed as the new Executive Director in December, 2015.

Accomplishments include:

- ✓ Submitted 2015 unqualified financial audit report to the Province;
- ✓ Prepared 2016 budget, received Board approval, and forwarded to the Province;
- ✓ Devised new building and subdivision by-laws for Bath, Canterbury, & Centreville;
- ✓ Updated Hartland Building By-Law;
- ✓ Signed a 10-year Transfer Station Contract;
- ✓ Purchased a mobile speed sign to assist the RCMP in allocating resources. Funding for the mobile sign was included in the 2016 Budget.

- ✓ Appointed Executive Director December 8, 2015;
- ✓ Delivered Regional Recreation Service Master Plan to the Board of Directors, as prepared by Dillion Consulting;
- ✓ Commenced the exploration of implementing curbside recycling collection;

2016 – A Look to the Future

As the Commission moves into 2016 identified priorities include:

- ✓ Revise procedural bylaws for the Board;
- ✓ Review strategic plan
- ✓ Establish quarterly “newsletters” to ensure that all members are up to date on Commission projects;
- ✓ Establish financial by-laws for the Commission;
- ✓ Establish a lease agreement for Commission office space;
- ✓ Be receptive to the establishment of new service agreements;
- ✓ Adopt Bath, Centreville and Canterbury Rural Plans;
- ✓ Review the Hartland Municipal Plan;
- ✓ Implement the Regional Recreation Service Master Plan;
- ✓ Prepare for the possibility of regional planning;
- ✓ Continue to build on the positive relationship with the RCMP;
- ✓ Explore further and possibly implement curbside recycling collection;
- ✓ Expand the education and public promotion of waste diversion initiatives.

2015 Audit Report

2015 audit is attached.

Contact Information

Western Valley Regional Service Commission
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