



**Board of Directors Annual General Meeting
Minutes
May 23, 2019**

In Attendance:

Elaine English, **Chair**, Mayor, Canterbury
Stephen Manuel, **Vice-Chair**, LSD, Canterbury
Troy Stone, **Secretary**, Mayor, Bath
Alexis Fenner, Mayor, Plaster Rock
Arthur Slipp, Mayor, Woodstock
Brian Hayden, LSD, Woodstock
Carl Rattray, LSD, Lakeville
Dale Patterson, Deputy Mayor, Meductic
Darrin Foster, Mayor, Hartland
Ed Stone, Upper & Lower Northampton
Joseph Trevors, LSD, Peel
Karl Curtis, Mayor, Florenceville-Bristol
Leonard Foster, LSD, North Lake
Marianne Bell, Mayor, Perth-Andover
Michael Stewart, Mayor, Centreville
Tina Pelkey, LSD, Brighton

Regrets:

Gailen Allan, LSD, Aberdeen

Absent:

Brent Pearson, LSD, Glassville
Darryl Demmings, Mayor, Aroostook
Lucas Flemming, LSD, Debec

Staff In Attendance:

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

Call to Order:

The Chairperson, Elaine English called the meeting to order at 6:30 p.m.

The Chair welcomed the Mayor of Hartland, Darrin Foster.

Adoption of Agenda:

19-05-01

Motion: To approve the agenda of the May 23, 2019 meeting.

Moved: Alexis Fenner

Seconded: Michael Stewart

Carried

Declaration of Conflict of Interest:

None



Adoption of Minutes:

19-05-02

Motion: To approve the minutes of the March 7, 2019 meeting.

Moved: Stephen Manuel

Seconded: Leonard Foster

Carried

Presentations:

Regional Wellness Consultant, Kathy Sherwood Orser, sent her regrets, as she was unable to attend the meeting as appeared on the circulated May 23, 2019 Agenda

Business Arising:

None

New Business:

2018 Annual Report

A copy of the 2018 Annual Report was provided to each member.

The Executive Director commented on the Recycling and Collection section of the 2018 Annual Report and stated that collection has increased 38.3% from last year. The Executive Director advised these numbers are excellent, given that the curbside program was not fully implemented until the fall of 2018 due to delays in cart distribution. The Executive Director stated these numbers are a combination of both the depot system and curbside collection and noted it is difficult to make comparisons with previous years, as commercial businesses were also utilizing the depot bins. The Executive Director advised that in the near future we hope to begin to assist JS Bellis with the possibility of establishing a commercial recycling program.

2018 Audit

The 2018 audited financial report, as prepared by Lenehan McCain & Associates, was presented by Troy Stone, Chair of the Finance Committee, and Troy advised that it was a clean audit. Troy thanked Joan Kennedy for her hard work and dedication noting that there were no adjustments required to the Commission's financials.

19-05-03

BE IT RESOLVED to approve the 2018 audited financial statements, as presented to the Finance Committee by Lenehan McCain & Associates, and presented to the Board by Troy Stone, Chair of the Finance Committee.

Moved: Brian Hayden

Seconded: Darrin Foster

Motion unanimously carried

Appointment of the 2019 Auditor

The Executive Director advised, as recommended by the Finance Committee, she is requesting a motion to reappoint Lenehan McCain & Associates as the 2019 Auditor.



19-05-04

BE IT RESOLVED to appoint Lenehan McCain & Associates as the 2019 Auditor for the Western Valley Regional Service Commission.

Moved: Alexis Fenner

Seconded: Troy Stone

Motion unanimously carried

First Quarter Financials

Troy Stone, Chair of the Finance Committee, presented the first quarter financials, ending March 31, 2019, as previously distributed to the members. First quarter financial summaries were displayed and examined by each department for Solid Waste, Local Planning, Corporate, Co-operative & Regional Planning and Regional Recreation.

Dale Patterson asked if the forecasted versus actual cost of the recycling program could be provided to them at the next meeting and stated he understood there were many variables, such as additional start-up cost to consider, but asked if the last 3 months tonnage data comparisons could be provided. The Finance Manager advised she would prepare the information.

19-05-05

BE IT RESOLVED that the first quarter financials, ending March 31, 2019, be approved as presented

Moved: Steve Manuel

Seconded: Tina Pelkey

Motion unanimously carried

Standing Committee Membership

The Executive Director requested a motion be made to reappoint the members of the Commission's Standing Committees for a period of one year. The Executive Director stated 1 change is requested, which will replace Darrin Foster with Tracey Demerchant on the Solid Waste Committee, as was discussed and agreed by the individuals previously.

Brian Hayden inquired about Planning Review and Adjustment Committee membership and the Executive Director advised that PRAC is the only committee that is not appointed at the Annual General meeting, as the terms and membership are defined by the PRAC bylaw.

19-05-06

BE IT RESOLVED to reappoint the members of the Commission's Standing Committee for a period of one year, with the removal of Darrin Foster and the addition of Tracey Demerchant to the Solid Waste Committee.

Moved: Alexis Fenner

Seconded: Karl Curtis

Motion unanimously carried



Recreation – Hartland Arena, Letter of Support

The Executive Director advised that the organizing committee for the Hartland Arena project is requesting a letter of support for the development of the new arena. The Executive Director stated this project was identified by the Consultants who prepared the Recreation Master Plan as a need and that no financial obligation is required by providing this letter of support. Tina Pelkey provided an update on behalf of the Hartland Arena Organizing committee, and advised 76.4% of the population is in favor of the project.

19-05-07

BE IT RESOLVED to prepare of letter of support for the Town of Hartland's Arena project.

Moved: Brian Hayden

Seconded: Alexis Fenner

Motion unanimously carried

Executive Director Update

The Executive Director repeated some of the information discussed during the first Quarter financial presentation regarding the Recreation financials and noted that a Board decision will be required to determine how they wish to proceed with offering future recreation services.

Leonard Foster inquired if Recreation was considered a mandated service and the Executive Director stated that it is a mandated service but was presented to our Board as an optional service in the 2018 and 2019 budgets. The Executive Director stated as you recall several of our municipalities opted out of Recreation for the 2019 budget and as a result only 2 municipalities and the LSDs are currently participating. The Recreation Co-ordinator has resigned, as he did not see a future here in the Recreation capacity, and pursued other opportunities. The Executive Director reminded the members that the Recreation position was 75% funded by the Provincial Government and that this funding will be ending and therefore, the Board would be responsible for the full funding for the position in 2020. The Executive Director advised that those members still participating were provided grants for their recreational facilities with some of the remaining funding.

The Executive Director advised that 3 environmental grants have been received to cover the cost of operating the Household Hazardous Waste Days, Recycling Education programs and Climate Change adaptation initiatives. The Executive Director stated that 1 pallet of composters has been ordered and will be available for purchase. The Solid Waste Manager, with the assistance of Richard Wetmore, retired biology teacher, will develop the education program and will be partnering with local libraries to offer composting education sessions. The Executive Director asked the members to begin promoting the program within their communities and advised if any of the Local Service Districts wished to host an education session within their areas to contact the Solid Waste Manager to make arrangements.

The Executive Director informed the members that all surplus blue depot bins have been sold, and reiterated that future cost for the blue bins is now the responsibility of the purchasers.

Tina Pelkey inquired regarding recycling options for businesses and the Executive Director advised we will be working with JS Bellis and possibility the Chambers of Commerce to expand the existing cardboard recycling program now being offered in Woodstock by JS Bellis to other communities if there is a demand for the service.

Dale Patterson asked about the blue bin currently located and Meductic, and the Executive Director confirmed that the bin in Meductic is one of the 7 dedicated bins that will be maintained by the commission.



If was decided that the next meeting will be tentatively scheduled for August 15, 2019.

In Camera Session:

None

Adjournment:

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 7:37 pm.

Moved: Brian Hayden

Recording Secretary: Bev Gullison

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