



**Board of Directors Meeting
Minutes
September 12, 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
Brent Pearson, LSD, Glassville
Carl Rattray, LSD, Lakeville
Dale Patterson, Deputy Mayor, Meductic
Darryl Demmings, Mayor, Aroostook
Ed Stone, Upper & Lower Northampton
Gailen Allan, LSD, Aberdeen
Karl Curtis, Mayor, Florenceville-Bristol
Leonard Foster, LSD, North Lake
Sheila Cummings, Deputy Mayor, Perth-Andover
Michael Stewart, Mayor, Centreville
Tina Pelkey, LSD, Brighton

Regrets:

Brian Hayden, LSD, Woodstock
Joseph Trevors, LSD, Peel

Absent:

Lucas Flemming, LSD, Debec
Darrin Foster, Mayor, Hartland

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 6:31 p.m.

Adoption of Agenda:

19-09-01

Motion: To approve the agenda of the September 12, 2019 meeting.
Moved: Alexis Fenner
Seconded: Sheila Cummings
Carried

Declaration of Conflict of Interest:

None



Adoption of Minutes:

19-09-02

Motion: To approve the minutes of the May 23, 2019 meeting as corrected

Moved: Alexis Fenner
Seconded: Michael Stewart
Carried

Presentations:

Colleen MacDonald-Briggs — Public Health Dietician

A presentation was provided by Colleen MacDonald-Briggs, a Dietician with the Department of Public Health, regarding supporting healthy eating choices and she also presented regional wellness network initiatives on behalf of Kathy Sherwood-Orser.

Business Arising:

Recycling Cost Update

The Executive Director responded to a request made during the May 23, 2019 Board meeting to provide budgeted versus actual recycling cost, and advised that the budgeted cost of the recycling program, as at 06/30/2019, was \$105,339.86 and the actual cost is \$92,482.11. The total budgeted recycle tonnage for this period was 663.69 and the actual tonnage is 494.83. The Executive Director further discussed and displayed a breakdown of depot and curbside recycling costs from January to June 2019.

Leonard Foster inquired if the depot blue bin dividers could be removed and lettering included that would inform the public that it is no longer necessary to sort recyclables into the proper compartments. The Executive Director advised the budget could be reviewed closer to the end of the year and stated that if funding was available, this request would be considered.

Arthur Slipp requested 6-month tonnage comparisons between budgeted versus cost. The Executive Director reiterated the tonnage breakdown of 663 budgeted compared to 494 actual presented in the presentation and stated the budget was prepared using a 12% diversion rate and advised that the current diversion rate is 9%.

Alexis Fenner inquired if there is a noticeable difference of waste going to the landfill, and the Executive Director advised this data is shown in more details within the draft budget documentation but noted that the Village of Plaster Rock is doing a great job at recycling, as their tonnage is down 12%.

Sheila Cummings asked if the contract has been finalized and if they are able to provide the amount of tonnage removed from the recyclables that cannot be recycled due to contamination, etc. and therefore, must go to the landfill.

The Executive Director advised she met last week with the Vice President of Fero and was informed that the contract should be finalized soon. The Executive Director stated that Fero has implemented a new recycling sorting system in the Transfer Station, which is assisting with efficiency and accuracy in sorting. The Executive Director stated she will work with the Manager of the recycling facility to obtain the landfill and recycling tonnage statistics requested.



The Executive Director noted that the primary recycling sorting issue is film plastics, such as wrappers on flats of bottled water, paper towel and toilet tissue as well as bags being placed in the recycling bins. The Executive Director advised we will continue to educate the public regarding film plastics via Facebook, advertising, and news articles and noted that the bottle depots and some stores accept plastic shopping bags for recycling.

Stephen Manuel inquired if the Manager of the recycling facility could be scheduled to attend a meeting, which would allow the members an opportunity to ask specific questions. The Executive Director stated that could be arranged in the future but noted the Facility Manager is currently out of medical leave.

New Business:

2020 Draft Budget

Troy Stone, Chair of the Finance Committee, presented the 2020 draft budget, as reviewed by the Finance Committee during their August 22, 2019 meeting.

Dale Patterson, Deputy Mayor of Meductic, raised concerns regarding the allocation of expenditures being based on the 2016 population consensus, as an error of approximately 15% was made by Statistics Canada when reporting the population statistics for Meductic. Dale Patterson stated that a portion of Meductic's population was mistakenly included with the population numbers for the Local Service District of Woodstock and therefore, Meductic's population numbers reported by Statistics Canada were incorrect.

The Finance Manager, Joan Kennedy, advised that these numbers are provided to the Regional Service Commissions from the Department of Environment and Local Government, and noted that if the population numbers need to be increased that Meductic's cost allocation would be increased accordingly. The Executive Director stated that she would confirm with The Department of Environment and Local Government that the corrected population numbers were provided for the preparation of the 2020 budget.

During the contracted services section of the Solid Waste operating budget review, Troy Stone advised that the 2020 draft budget reflects a \$4.00/ton tipping fee increase. Troy Stone stated that the increase notification has been received from North West Regional Service Commission (NWRSC), but that Southwest Regional Service Commission (SWRSC) has not confirmed the increase. However, Troy Stone advised that SWRSC historically follows the rates set by NWRSC, and as a result the Solid Waste operating budget reflects this increase. Joan Kennedy advised that if SWRSC should provide a different rate than NWRSC, that Carleton County will see a change in the rates currently shown on the 2020 draft budget.

Troy Stone discussed the previously distributed 2019–2020 variation summary document, separated by individual fund per each member, which reflected a total member charge reduction of -\$137,884.

Troy Stone informed the members that the depot blue bin snow removal cost was removed for the 2020 draft budget. The Executive Director explained this cost was removed to ensure fairness to all communities and advised that the host communities will now be responsible to pay snow removal services for the blue recycling depots in their respective communities, as this was not the case for every community previously.



19-09-03

Resolved to approve the 2020 draft budget be distributed for a 45 day review to the municipalities and the Department of Environment and Local Government.

Moved: Troy Stone
Seconded: Stephen Manuel
Motion Unanimously Carried

2nd Quarter Financials

A summary of the 2nd quarter financials for the period January – June 2019 for each individual fund, showing an overall surplus of \$249,835, was provided by Troy Stone. The 2nd quarter financials were previously reviewed by the Finance Committee during their August 22, 2019 meeting.

During the Regional Recreation 2nd quarter financial review, the Executive Director reminded the members that grants for eligible recreation related capital projects, up to a maximum of \$1500, is still available and advised any interested community could contact her to obtain the application form. The Executive Director stated that the funding must first be approved by the Department of Tourism, Heritage and Culture, as funding was originated by the Province of New Brunswick.

19-09-04

Resolved to approve the 2019 - 2nd quarter financials ending June 30, 2019.

Moved: Troy Stone
Seconded: Arthur Slipp
Motion Unanimously Carried

Potential Packaging and Printed Paper Recycling Program

The Executive Director informed the members that they are all invited to a workshop regarding the PPP (Packaging and Printer Paper) Program held by Recycle NB and that the related information has been distributed to them. The Executive Director stated that if any member of the board is interested in having a presentation on the topic contact her and she will arrange it.

The Executive Director provided a summary of the program, noting that this program is being implemented by the Province of New Brunswick, and is another Extended Producer Responsibility (EPR) program, such as the beverage container program, used oil program, and the paint recycling program. The Executive Director reminded the members that with an EPR program the producers of the material (waste) pays for the program and that this program would include printed and packaging materials.

The Executive Director stated that since this program is in the early stages it should be approached with caution, as we must work in cooperation with all the Regional Service Commissions to ensure that the final program works for every region, as the Solid Waste program is a mandated service of the Regional Service Commissions, and not all regions have the same program. The Executive Director stated the Solid Waste Managers meet regularly and are fully aware of what will work best for New Brunswick, as they have the knowledge and experience to guide the development of this program.

Sheila Cummings inquired regarding the expense of this program and the Executive Director stated it is dependent on the specifics of the final program and noted it was publicly stated by another organization that the program



would cover 100% of the recycling cost. However, again the Executive Director advised she would be cautious of that statement, as it would depend on each particulars of the proposed NB program, but added it should certainly subsidize the recycling cost of the program and place more of the cost on the producers.

2015 National Building Code of Canada

The Executive Director advised that the NBBOD has requested letter of support be sent to the Premier in order to adopt the 2015 National Building Code, as the Building Inspectors are currently working under the 2010 National Building Code. Copies of the draft letter and associated documents were distributed for review.

19-09-05

Resolved to send a letter of support to the Premier of New Brunswick for the Adoption of the 2015 National Building Code of Canada.

Moved: Brent Pearson
Seconded: Sheila Cummings
Motion Unanimously Carried

Executive Director Report:

The Executive Director advised that Barb Sharp has been hired as the New Waste Diversion Program Manager and will be starting on September 16, 2019.

In Camera Session:

None

Adjournment:

The Executive Director advised that the next meeting is tentatively scheduled for Wednesday, October 30, 2019.

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 8:15 p.m.

Moved: Sheila Cummings

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**