



Board of Directors Meeting Minutes
October 30, 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
Carl Rattray, LSD, Lakeville
Dale Patterson, Deputy Mayor, Meductic
Tracy Demerchant, Deputy Mayor, Hartland
Darryl Demmings, Mayor, Aroostook
Ed Stone, Upper & Lower Northampton
Gailen Allan, LSD, Aberdeen
Karl Curtis, Mayor, Florenceville-Bristol
Sheila Cummings, Deputy Mayor, Perth-Andover
Michael Stewart, Mayor, Centreville
Tina Pelkey, LSD, Brighton

Regrets:

Brent Pearson, LSD, Glassville
Brian Hayden, LSD, Woodstock
Joseph Trevors, LSD, Peel

Absent:

Leonard Foster, LSD, North Lake
Lucas Flemming, LSD, Debec

Staff In Attendance:

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

Arthur Slipp introduced the newly appointed CAO for the Town of Woodstock, Ken Anthony.

Call to Order:

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

Adoption of Agenda:

19-10-01

Motion: To approve the agenda of the October 30, 2019 meeting
Moved: Sheila Cummings
Seconded: Gailen Allen
Motion Carried



Adoption of Minutes:

19-10-02

Motion: To approve the minutes of the September 12, 2019 meeting.

Moved: Tracey Demerchant

Seconded: Michael Stewart

Motion Carried

Presentations:

None

Business Arising:

2020 Budget

Troy Stone stated that a motion to approve the 2020 Budget is being requested during this meeting. Troy Stone advised that the draft budget, which was distributed for the 45-day review did not show the 2018 Recreation surplus of 12,936. This has been corrected and added as the only item in the 2020 Recreation budget so that it may be allocated to the membership who contributed to the generation of that surplus in 2018. This was the only change to the budget that was distributed to membership for the 45-day period.

Troy Stone advised that due to the elimination of the Regional Recreation program as an “other shared service” that the Corporate allocation needed to be redistributed. Troy Stone explained how the Corporate allocation was reallocated and is split between 3 cost centers, Solid Waste (65%), Local Planning (25%) and Cooperative and Regional Planning (10%), the same allocation of previous budgets prior to the creation of Regional Recreation as an “other shared service”.

Troy Stone also informed the members that communications with Dan Dionne, the CAO of the Village of Perth-Andover, have occurred regarding the 5% reallocation to the 2020 Cooperative & Regional Planning Services budget from the 2019 Regional Recreation Services budget.

Troy stated with the amount of work involved on behalf of the NB Trails project by office staff that he could not support reducing the Cooperative and Regional Planning allocation to 5% from the proposed 10%, as requested by Dan Dionne. Troy Stone stated this NB Trails project requires a considerable amount of time by office staff to manage, as the Regional Service Commission was appointed by the Government to provide the oversight for this project.

Troy stated he wanted to ensure transparency regarding these communications and advised that several emails with the Village of Perth-Andover, Village of Florenceville-Bristol, Town of Woodstock and various other committee members had occurred regarding the concerns addressed by Dan Dionne.

Sheila Cummings asked for further clarification regarding the responsibility of the NB Trails project. Troy advised the funding for the trails project is not part of the Regional Service Commission profit and loss statements but is on the balance sheet, as it is our responsibility to manage the project funding, including such items as the HST. The management of this project by our Finance Manager is very time-consuming.

Elaine English stated she wanted to remind the members that the municipalities throughout the River Valley will certainly benefit from this project.



Arthur Slipp questioned if there was a working document available that would provide timelines, etc. as he has not seen any updates regarding project. The Executive Director advised that there is a Trails working group, which is chaired by Marianne Bell, Mayor of Perth-Andover. This group is supposed to be guiding the decision making and the administration is completed by the office. However, the Executive Director advised that she does have concerns regarding the oversight that this working group has been allowed to provide to the project, as she feels that the Consultant has not communicated effectively with this group and stated that these concerns have been expressed to the Consultant and going forward communication is expected to be improved. The Executive Director advised that the consultant wishes to attend a future Board Meeting to update the Board.

Arthur Slipp asked if the Board members could be provided with copies of the Trail working group minutes for all municipalities involved. Katelyn advised that since the project is administered by the RSC that she would request that all Board members and CAOs be provided with copies of these minutes.

Arthur Slipp questioned if there are any plans that municipalities will be requested to contribute anything with the implementation of the work plan in 2020. Arthur Slipp asked if the Recreation committee had any input with this project and Katelyn advised since the resignation of the Recreation Co-ordinator, a Recreation committee has no been active, and that it is the Trail working group guiding the project as that committee has representation from all communities that was impacted by the trail.

19-10-03

BE IT RESOLVED that the 2020 Budget be approved as presented.

Moved: Stephen Manual

Seconded: Tina Pelkey

Motion Carried

1 Nay Vote

Committee Reports

Finance - 3rd Quarter Financials

Troy Stone reviewed the 3rd quarter financials for each department (Solid Waste, Local Planning, Corporate, Co-operative & Regional Planning and Recreation) ending September 30, 2019, as previously distributed.

Arthur Slipp inquired regarding the final anticipated Solid Waste year end surplus. Joan Kennedy, Finance Manager, advised there will be a surplus for cart fees collected from the Town of Woodstock, which will be reserved for approximately \$40-\$50K. The Finance Manager further advised there may be a surplus for the Household Hazardous Waste program according to current invoices received, and tipping fees will show a surplus due to estimates being overbudgeted, due to actual numbers not made available by the landfills prior to the budget being finalized.

Arthur Slipp inquired if the diversion rate was staying at 9% and if we were getting closer to our goals. The Finance Manager advised a 12% diversion rate was budgeted in 2019 but the diversion rate remains at 9%.



Sheila Cummings asked if we have been provided with an actual diversion rate yet from the transfer station and the Executive Director advised the Facility Manager has just returned to work a few days a week and that this will be discussed with him when he is able to return full time. The Executive Director that there continues to be an issue of incorrect materials being placed in the recycle bins but she hopes to have this improved with the additional education programs that will be provided by the newly hired Waste Diversion Manager, Barb Sharp.

19-10-04

BE IT RESOLVED to approve the 3rd quarter financials ending September 30, 2019 as presented.

Moved: Arthur Slipp

Seconded: Karl Curtis

Motion unanimously carried

New Business:

PRAC Member Appointment

The Executive Director stated that the Planning Review and Adjustment Committee is requesting that Kenneth Stephenson be appointed as a member of the Planning Review and Adjustment Committee and stated that he brings several years of related experience and possesses the desired skills to sit as a PRAC committee member.

19-10-05

BE IT RESOLVED to appoint Kenneth Stephenson as a member of the Planning Review and Adjustment Committee.

Moved: Karl Curtis

Seconded: Tina Pelkey

Motion unanimously carried

Packaging & Printed Paper Recycling Program (PPP)

The Executive Director advised that she attended the Packaging and Printed Paper Recycling Program conference that all members were invited to, hosted by Recycling NB on October 16 and 17. The Executive Director reminded the members that this is an Extended Producer Responsibility Program (ERP) program, which places the cost of recycling material on the industry rather than on the taxpayer.

The Executive Director provided a summary of the conference details and advised that there were several industry groups represented and a very positive picture of what this program means for New Brunswick was given. She advised that the Minister of Environment and Local Government, Hon. Jeff Carr, was present and announced on October 18 that the province is proceeding with the creation of this program.

The Executive Director stated there are currently there are 5 other provinces with a PPP program ranging from 50% to 100% industry funded. The Executive Director stated there are concerns regarding the legislation and used the example of British Columbia, who implemented a 100% industry Funded program "Full EPR" program. However, with this legislation the municipalities lost program control.



The Executive Director advised that the Regional Service Commissions wish to work together to ensure a standardized program across the province is implemented and to make all efforts to avoid the mistakes made by other provinces.

The Executive Director requested that a non-Board meeting be established to discuss Western Valley's position for the implementation of this ERP program. She stated this meeting should also include CAOs and council members, as it is imperative that everyone fully understands the proposed program. The Executive Director advised she will ask Roland LeBlanc, the Director of Solid Waste for Southeast RSC, to provide a presentation as he manages the EGO 360 site in Moncton and has toured other programs across the country. The Executive Director stated that his knowledge would be very beneficial.

The Executive Director reviewed each of the 13 bulleted points listed in the Staff Report, dated October 30, 2019, that was previously distributed regarding the design and implementation of the Extended Producer Responsibility Program for paper and plastic packaging, as recorded below:

- Cost Recovery (actuals)
- Creation and Retention of Current Jobs / Infrastructure
- Province / RSC Agreement on Objectives Prior to Industry Involvement
- Standardized Provincial Program - Administered by RSCs with Collection Flexibility
- Program Accessible to All Residents (including apartments and First Nations) and Businesses
- Escalating Costs for Non-Recyclable Materials/Decreasing Costs for Recyclable Materials
- Reduction of the Province's Environmental Footprint and Increased Diversion
- Provide Strong Educational Support
- Acknowledge the Challenges of Small Businesses, with Early Engagement
- Establishment of Targets
- Establishment of Clear Reporting Requirements
- Development of Program based on Best Practices from Other Jurisdictions
- Development of Strategic R&D Fund

The Executive Director answered Board member questions regarding each of the bulleted items. The Executive Director advised that prior to the legislation of this program another meeting with the Minister of Environment and Local Government, Chairs, Executive Directors and the Solid Waste Managers will be held to ensure all program concerns are addressed.

The Chair, Elaine English, advised that 2 motions on Paper and Plastic Packaging program is being requested by staff.

Arthur Slipp requested to amend the proposed resolutions documented in the previously circulated Extended Producer Responsibility Program for Paper and Plastic Packaging Staff Report, dated October 30, 2019, to read as noted below:

19-10-06

BE IT RESOLVED to amend the wording of the resolution presented to the following: that the Board direct staff to draft a letter to the Minister of Environment and Local Government, for the Chairperson's signature, requesting that any future Paper and Plastic Packaging program address the 13 bulleted criteria items outlined in this Staff Report.

Moved: Arthur Slipp
Seconded: Karl Curtis
Motion unanimously carried



19-10-07

BE IT RESOLVED that the Board direct staff to draft a letter to the Minister of Environment and Local Government, for the Chairperson's signature, requesting that any future Paper and Plastic Packaging program address the 13 bulleted criteria items outlined in this Staff Report.

Moved: Arthur Slipp

Seconded: Karl Curtis

Motion unanimously carried

19-10-08

BE IT RESOLVED that the Board agrees to direct staff to use its best efforts to have these 13 key criteria items adequately addressed and if not report back to the Board

Moved: Troy Stone

Seconded: Stephen Manual

Motion unanimously carried

Policing

Stephen Manuel requested to speak regarding current policing services within the Western Valley. Stephen Manuel stated that since there have been many changes within Public Safety since the creation of the Regional Service Commission, and noted we have not had a meeting with them for a few years, inquired if the members wished to schedule a meeting in order to address current policing services and to be provided with updates relating to future plans, etc. Stephen presented historical versus current statistics, such as response times and staffing numbers, and noted workloads have increased but staffing numbers have remained the same.

After member discussions regarding area policing concerns, it was decided that a meeting with Public Safety would be requested. The Executive Director asked that each member email their top five concerns and a list will be compiled and sent to Public Safety along with the meeting request.

Executive Director Update

The Executive Director advised that the next Board meeting is scheduled for December 17, 2019.

3143 Main St.
Centreville, NB
E7K 3E8



Adjournment:

Motion: The Chair, Elaine English called for a motion to adjourn the meeting at 8.11 p.m.
Moved: Alexis Fenner

Recording Secretary: Bev Gullison



Troy Stone
Secretary



Katelyn McGrath
Executive Director