



**Board of Directors Meeting Minutes
Annual General Meeting
May 28, 2020**

Due to COVID-19 restrictions put in place by Public Health, the format of the Annual General Meeting on May 28, 2020 was conducted utilizing the Zoom Conferencing Meeting Platform.

In Attendance:

Stephen Manuel, **Vice-Chair**, LSD, Canterbury
Troy Stone, **Secretary**, Mayor, Bathr
Arthur Slipp, Mayor, Woodstock
Brent Pearson, LSD, Glassville
Brian Hayden, LSD, Woodstock
Carl Rattray, LSD, Lakeville
Dale Patterson, Deputy Mayor, Meductic
Tracy Demerchant, Deputy Mayor, Hartland
Karl Curtis, Mayor, Florenceville-Bristol
Leonard Foster, LSD, North Lake
Sheila Cummings, Deputy Mayor, Perth-Andover
Michael Stewart, Mayor, Centreville

Regrets:

Elaine English, **Chair**, Mayor, Canterbury
Alexis Fenner, Mayor, Plaster Rock

Absent:

Lucas Flemming, LSD, Debec
Darryl Demmings, Mayor, Aroostook
Ed Stone, Upper & Lower Northampton
Gailen Allan, LSD, Aberdeen
Joseph Trevors, LSD, Peel
Tina Pelkey, LSD, Brighton

Staff In Attendance:

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

Call to Order:

The Vice-Chair, Stephen Manuel, called the meeting to order at 6:45 p.m.

Adoption of Agenda:

20-05-01

Motion: To approve the agenda of the May 28, 2020 meeting.

Moved: Tracey Demerchant

Seconded: Michael Stewart

Motion unanimously carried



Declaration of Conflict of Interest:

None

Adoption of Minutes:

20-05-02

Motion: To approve the minutes of the December 17, 2019 meeting.

Moved: Sheila Cummings

Seconded: Leonard Foster

Motion unanimously carried

Presentations:

None

Business Arising:

Arthur Slipp inquired if a decision has been made on how the Regional Service Commission will proceed with the Police Act Review.

The Executive Director stated she is waiting for the Provincial Government to resume normal operations to determine what role the Regional Service Commissions will play in the future review and if further consultations will occur. The Executive Director advised that communication received from Public Safety stated that information gathered from past consultations will be taken into consideration and that the new consultant has been briefed. The Executive Director advised she would inform the members when further information is known.

New Business:

2019 Annual Report

Stephen Manuel requested a motion to approve the 2019 Annual Report as previously circulated.

20-05-03

BE IT RESOLVED that the 2019 Annual Report be approved

Moved: Troy Stone

Seconded: Sheila Cummings

Motion unanimously carried

2019 Audit

The 2019 audited financial statements, as prepared by Lenehan McCain & Associates, was presented by Troy Stone, Chair of the Finance Committee. Troy Stone acknowledged Joan Kennedy for her work, noting it was another clean audit, which required no adjustments to the Commission's financials.



20-05-04

BE IT RESOLVED to approve the 2019 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: Troy Stone
Seconded: Sheila Cummings
Motion unanimously carried

Appointment of the 2020 Auditor

Troy Stone stated, as recommended by the Finance Committee, he is requesting a motion to reappoint Lenehan McCain & Associates as the 2020 Auditor.

20-05-05

BE IT RESOLVED that Lenehan McCain & Associates be appointed as the 2020 Auditor for the Western Valley Regional Service Commission.

Moved: Troy Stone
Seconded: Tracey Demerchant
Motion unanimously carried

First Quarter Financials

Troy Stone, Chair of the Finance Committee, presented the first quarter financials ending March 31, 2020, as previously circulated for review to the members. First quarter financial summaries were displayed and variance summaries for each fund account was explained including, Solid Waste, Local Planning, Corporate, Co-operative & Regional Planning and Regional Recreation. Troy Stone stated that a strong balance sheet exists as of March 31, 2020, showing an overall surplus of \$62K. Katelyn McGrath noted that 2020 to date has been far from a typical year, and that COVID -19 has an impact on waste and recycling tonnages.

20-05-06

BE IT RESOLVED that the first quarter financials ending March 31, 2020, be approved as presented

Moved: Troy Stone
Seconded: Leonard Foster
Motion unanimously carried

Letter of Support: Woodstock-Grafton Bridge Span Project

The Executive Director summarized the Woodstock-Grafton Bridge Span project briefing notes that were previously distributed to the members for consideration. The Executive Director advised that the project's local organizing committee is requesting a letter of support from the Western Valley Regional Service Commission and noted that no financial obligation is required by offering this letter of support.

The Executive Director advised that the organizing committee has been working on this project for approximately 3 years, which consists of members from the snowmobile association, Quad NB, the River Valley ATV Club and Woodstock First Nation. The Executive Director stated that this committee has completed all the required documentation and are awaiting confirmation to submit the funding application. The Executive Director further noted that the NB Trails group indicated that they were not interested in participating in this project.



20-05-07

BE IT RESOLVED that a letter of support for the Woodstock-Grafton Bridge Span Replacement project be prepared and sent to the Minister of Energy, Resource, Development, Michael Holland, Minister of Tourism, Bruce Fitch, Minister of Public Safety, Carl Urquhart and the Minister of Regional Development, Andrea Anderson-Mason.

Moved: Arthur Slipp

Seconded: Sheila Cummings

Motion unanimously carried

Wolastoq Valley Trail

The Executive Director summarized the Wolastoq Valley Trail Staff Report, dated May 4, 2020 (Addendum to Minutes), that was previously sent to all Board members for review, and advised that this Staff Report provided an update of the status of the Wolastoq Valley Trail Project.

The Executive Director provided a brief background, advising that in 2018 the Department of Tourism, Heritage and Culture provided a presentation to the Board requesting that we partner with them to develop a bicycle only (non-motorized) Signature Trail stretching from Woodstock to Grand Falls. The Executive Director stated involvement of the Regional Service Commission was requested, as the Commission was eligible to apply for available project funding that the Province could not.

The Executive Director stated since the initial partnership with the NB Trails group was formed in 2018 several changes has occurred, as noted below:

- Provincial funding was decreased from 9 million to 1 million dollars
- The Recreation Co-ordinator position was eliminated and as a result, no staff is available to manage this file
- The Department of Tourism, Heritage & Culture has since advised that the Regional Service Commission is now fully responsible for this project and how it will proceed in the future. The Executive Director subsequently advised the Department of Tourism, Heritage and Culture representative that the decision on how this project would proceed would be required to be a decision of the Board of Directors if this was deemed an Regional Service Commission project by the Department.

The Executive Director presented 3 options available for discussion to the Board, as below:

- Option 1: Status Quo – Non-Motorized Bicycle Trail
- Option 2: Exploration of a Multi-Use Shared Trail
- Option 3: Step Back from the Project

Sheila Cummings advised that this group has also applied for funding for a shared-use trail stretching from Perth-Andover to approximately the Victoria-Carleton County line. Sheila Cummings inquired if we could meet with the Department to determine how we could transition the project back to them, as it appears that a multi-use trail is now the direction where the government is going.



The Executive Director stated that would fall under Option 3 of the Staff Report, if the Board wishes to step away from the project we would simply cancel our license of occupation, honor our existing commitments, and not apply for any further funding. The Executive Director stated this would allow for another non-profit group to manage this trail but reminded the members that the license is non-transferrable and would require the new group to reapply. The Executive Director stated if the government desired, they could simply appoint a new group to manage the Signature trail.

The Executive Director advised that the Regional Service Commission is in no position to manage a trail and stated that we do not have staff with recreation or trail management background.

Arthur Slipp questioned how the Department justified the transfer of the project's responsibility to the Regional Service Commission, as he reviewed the Board minutes containing the original resolution and it was very clearly stated that the Regional Service Commission's involvement was only going to look after income and expenditures. The Executive Director stated that it was in the fine print of the funding. They interpreted the transfer of funds to us as our acceptance of the funds meant that we were accepting full responsibility, even though it was clear with the Board and several conversations conducted with the Department that we were not going to manage this project, that is why the Regional Service Commission was not involved in the appointment of the working committee, or the hiring for the project.

Arthur Slipp further inquired if the Department has agreed that this signature trail will be a multi-use trail going forward. The Executive Director stated no and advised that the consultant is pushing to move ahead with a non-motorized bicycle trail and that no discussions have ever occurred with the motorized user groups, as was communicated during the initial Board presentations.

Arthur Slipp also asked if any information regarding the municipal proposed shared funding model relative to trail maintenance, etc. had been presented and the Executive Director advised that when she questioned the consultant regarding municipal financial implications she advised that this would be discussed in a future phase.

Arthur Slipp inquired if the consultant on this project is still active and the Executive Director stated she had informed the consultant to stop all work on the file until the Board decides how to proceed.

Sheila Cummings inquired regarding the status of the NB Trails committee and if that committee was a Regional Service Commission committee. The Executive Director advised that the NB Trails committee was appointed by the consultant, and if we wish to proceed with this project a Regional Service Commission committee needs to be appointed that will answer to the Board or have our existing Recreation committee assume this role.

Brian Hayden stated out of the 3 options presented to the Board it appears the Board is considering either Option 2 - to explore a multi-use shared trail or Option 3 - to completely step back from the project. Brian Hayden stated he would rather not consider Option 3 and give the responsibility back to them (The Province or the Consultant), as they would still be promoting a bicycle trail only.

Sheila Cummings stated she believes it is important for a multi-use trail to be developed but does not think that the Regional Service Commission should be responsible to manage it. Sheila stated it might be a better option to allow the existing Recreation Committee to explore a multi-use shared trail.

The consensus of the members was that the Regional Service Commission has no intention of managing any trail now or in the future, that if they select option 2 it would be for the purposes of promoting a regional discussion, and exploring the options available to the members and user groups, not for the purposes of developing or managing a trail.



Brian Hayden stated he would make a motion to move Option 2: Exploration of a Multi-Use Shared Trail and appoint the Western Valley Regional Service Commission Recreation Committee to oversee the file.

Brent Pearson questioned if we have the staffing and time to look after this type of large project. The Executive Director stated with option 2 we will perform some exploration and partner with the user groups and municipalities and investigate possible funding opportunities to hire a consultant that would allow us to move forward if required.

Sheila Cummings asked if in the future, after the exploration process involving the user groups is completed, the project could be removed completely from the Regional Service Commission and the responsibility given to the impacted user groups. The Executive Director advised that was certainly a possibility and the Recreation committee would be reporting back to the Board with their recommendations if the Board goes with Option 2.

Brent Pearson inquired regarding insurance and possible liability issues. The Executive Director advised that we are named on the current contractor's policy and the insurance certificate has been provided to our insurance company. The Executive Director stated that liability issues have always been one of her concerns, and Sheila Cummings stated that is why she hopes we can move from Option 2 to Option 3 quickly.

Troy Stone addressed his concerns regarding multi-use trails, especially through his municipality of Bath, which is primarily due to the lack of enforcement and stated that plans from the user groups on how these trails will be policed must be developed. The Executive Director stated that the user groups may be open to alternative routes around a municipality, such as in Bath where it runs directly through the Village.

Karl Curtis stated that Florenceville-Bristol wished to explore the options of having sections of the trail that runs through the village not be a multi-use trail.

Steve Manuel, Vice Chair, was disconnected from the Zoom Meeting. The group voted to appoint Sheila Cummings to chair the remainder of the meeting.

20-05-08

BE IT RESOLVED that Sheila Cummings be appointed to Chair the remainder of the May 28, 2020 Board meeting in the absence of Stephen Manuel.

Moved: Brian Hayden

Seconded: Leonard Foster

Motion unanimously carried

20-05-09

BE IT RESOLVED that the Board agree to explore the possibility of the creation of a multi-use trail over the section of NB Trail running from Woodstock to Perth-Andover in partnership with user group organizations and the Province of New Brunswick.

Moved: Brian Hayden

Seconded: Tracey Demerchant

1 Nay Vote

Motion carried



20-05-10

BE IT RESOLVED that the WVRSC Recreation Committee be appointed to work with staff to oversee the file, work with user group organizations, explore funding possibilities, investigate staffing requirements, and report back to the Board of Directors.

Moved: Brian Hayden

Seconded: Arthur Slipp

2 Nay Votes

Motion carried

Executive Committee and Standing Committee Memberships

The Executive Director advised that due to the COVID-19, municipal elections and LSD selections have been postponed, and as a result she is requesting a motion to extend the terms of the current Executive Committee and Standing Committees until after the municipal elections and LSD selections have been completed, as existing Board Members may change.

20-05-11

BE IT RESOLVED To reappoint the existing Executive Committee and Standing Committees until after municipal elections and Local Service District selections have been completed.

Moved: Karl Curtis

Seconded: Leonard Foster

Motion unanimously carried

Executive Director Report

The Executive Director provided an update regarding office practices during COVID-19 and advised that policies and procedures have been established, as defined by WorkSafe New Brunswick. The Executive Director informed the members that Brent DesRoches, the Building Inspector, is temporarily providing building inspections services for the Town of Woodstock until they can fill their vacancy.

The Executive Director told the Board members that she will be going on maternity leave in August, but advised that she will be available one day a week beginning in the fall and noted that since she can now fully access the network remotely that she will continue to be accessible to staff.

The Executive Director stated that she has had discussions with Dillion Consulting to provide interim Planning Consulting Services to ensure we continue to move forward with the implementation of the Rural Plans for Centreville, Canterbury and Bath when COVID-19 restrictions permits the public hearings. The Executive Director stated that Conor Tripp, the part-time Planner, from Moncton that we have utilized in the past will be returning from paternity leave in October and will be available to provide Planning Services for the Commission at that time.

The Executive Director requested the Board's approval for her maternity leave plans as discussed.



20-05-12

BE IT RESOLVED to approve that the position of Executive Director and Planning Director will not be replaced during Katelyn McGrath's maternity leave, and that interim Planning Services will be provided by Dillion Consulting and Conor Tripp, Part-time Planner.

Moved: Karl Curtis
Seconded: Brent Pearson

Motion carried

1 abstained

The Executive Director stated that until COVID-19 restrictions are lifted that future Board and Committee meetings will continue to be conducted by using the Zoom Conferencing application.

In Camera Session:

None

Adjournment:

Motion: Sheila Cummings called for a motion to adjourn the meeting at 8:45 p.m.

Moved: Brent Pearson

Recording Secretary: Bev Gullison

A handwritten signature in blue ink, appearing to read "Troy Stone".

Troy Stone
Secretary

A handwritten signature in blue ink, appearing to read "Katelyn McGrath".

Katelyn McGrath
Executive Director