



**Board of Director Meeting Minutes  
Via Zoom  
April 15, 2021**

**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  
Brian Hayden, LSD, Woodstock  
Carl Rattray, LSD, Lakeville  
Tracy Demerchant, Deputy Mayor, Hartland  
Darryl Demmings, Mayor, Aroostook  
Gailen Allan, LSD, Aberdeen  
Graham Gill, LSD, Northampton  
Joseph Trevors, LSD, Peel  
Karl Curtis, Mayor, Florenceville-Bristol  
Sheila Cummings, Deputy Mayor, Perth-Andover  
Michael Stewart, Mayor, Centreville  
Tina Pelkey, LSD, Brighton

**Regrets:**

Lance Graham, Mayor, Meductic  
Leonard Foster, LSD, North Lake

**Absent:**

**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 6:35 p.m.

**Adoption of Agenda:**

**21-04-01**

**Motion:** To approve the agenda of the April 15, 2021 meeting.

**Moved:** Alexis Fenner

**Seconded:** Sheila Cummings

**Motion Carried**

**Declaration of Conflict of Interest:**

None



### **Adoption of Minutes:**

#### **21-04-02**

**Motion:** To approve the minutes of the December 17, 2020 meeting.

**Moved:** Sheila Cummings

**Seconded:** Arthur Slipp

**Motion Carried**

### **Presentations:**

#### **Karl Curtis – Florenceville-Bristol Community Outreach Programmer Position**

Karl Curtis advised that construction of the new Northern Carleton Civic Center is expected to start soon and stated that the Town of Florenceville Bristol was approached by the province to partner with them to create a Community Outreach Programmer position within their Recreation Department that would focus on promoting recreation for the surrounding communities and local service districts.

Karl Curtis provided an overview of the position and the role it would play within the area. Karl Curtis stated, at a request from the province, the Town of Florenceville-Bristol is asking for a letter of support from the Western Valley Regional Service Commission and is also requesting that funding received from the province flow through the Regional Service Commission, as this is a pilot project. Karl Curtis stated that Board approval is required and confirmed that there would be no cost to the Board except the time involved to process the funds transfer transaction.

Board member discussions occurred regarding required staff time and involvement, as it was noted that the NB trails project involved a great deal of financial oversight. The Executive Director advised that she wished to be very clear that there would be no requirement for reporting regarding this position and would simply be a funding flow through procedure involving funds in and out only. Karl Curtis confirmed this was accurate. The Executive Director advised that a check would be deposited to the Regional Service Commission bank account but requested that the check be co-signed by the Town of Florenceville-Bristol to ensure everyone is aware that the Regional Service Commission is not overseeing this project. Karl Curtis agreed and advised it should be a 3-way agreement and a statement should be included declaring that the Regional Service Commission will not be responsible for the oversight of this position.

#### **21-04-03**

**BE IT RESOLVED** to provide a letter of support to the Town of Florenceville-Bristol for the Community Outreach Programmer position and to allow funding received from the province to flow-through the Western Valley Regional Service Commission with an understanding that no cost to the Board or oversight from the Western Valley Regional Service Commission is required.

**Moved:** Karl Curtis

**Seconded:** Sheila Cummings

**Motion carried**

1 Nay vote

### **Business Arising:**

None



## **Committee Reports**

### **Finance – 1<sup>st</sup> Quarter Financials**

Troy Stone, Chair of the Finance Committee, presented the first quarter financials ending March 31, 2021, as reviewed by the Finance Committee, and circulated to the members. First quarter financial summaries were displayed and variances for each fund account was explained supporting the overall \$45K surplus.

### **21-04-04**

**BE IT RESOLVED** that the first quarter financials ending March 31, 2021, be approved as presented

Moved: Troy Stone  
Seconded: Alexis Fenner

**Motion carried**

Arthur Slipp and Elaine English wished to take the opportunity to thank Troy Stone for his oversight of the Finance Committee during his terms as Mayor of Bath and Secretary of the Board of Directors.

### **Recreation – NB Trails Update**

The Executive Director advised that the Recreation Committee did meet with Kenton Kinney from the Department Energy & Resource Development to discuss the NB Trails project and informed the members that she will be working with the Department Energy & Resource Development to develop a package that will be distributed to each local service district and municipal council. The Executive Director stated this NB Trails information package will be a backgrounder to ensure everyone has an understanding of the current status of the trail. The Executive Director advised that this information package should be available for the new municipal councils to review.

## **New Business:**

### **Solid Waste – Perth-Andover Resolution**

The Executive Director read a resolution that was received from the Village of Perth-Andover and advised the CAO, Dan Dionne, that this would be presented to the Board of Directors for their consideration.

Resolution - Village of Perth-Andover:

*The Village of Perth-Andover formally requests that any outstanding recycling contracts that have not been signed be reviewed by the entire Regional Service Commission board prior the legal signing.*

The Executive Director stated that the recycling contract is currently pending and was recently reviewed again by our lawyer. The Executive Director noted that the lawyer was pleased the contract had not been signed initially, as many things have changed, such as more materials now being accepted, and how materials must be handled due to COVID-19. The Executive Director stated there is 1 schedule currently outstanding from the lawyer and when this is completed the contract will be forwarded to JS Bellis for review.

Sheila Cummings asked what % of recycling is still going to the landfill and who is paying for the portion of recycling that must go to the landfill.



The Executive Director advised that both items are addressed in the contract and stated that the recycling materials are hand sorted and the non-compliant material (non-recyclable material) is removed. The Executive Director stated that since the commission has already paid for that material in the recycling tonnage that JS Bellis pays for the non-compliant materials to go to the landfill.

Elaine English inquired with the Executive Director if the contract needs to go to the entire Board for review and advised that the Solid Waste committee reviews the contract thoroughly.

The Executive Director advised that the Board approved the RFP and awarded the service to JS Bellis, the Solid Waste Committee has the task of reviewing the contract and noted that the contracts have never been provided to the entire Board for review in the past.

#### **21-04-05**

**BE IT RESOLVED** that the Solid Waste Contract be provided to the Board of Directors for review prior to the signing of the contract

Moved: Sheila Cummings  
Seconded: Alexis Fenner

On the question, Brian Hayden asked to confirm that the resolution only provides the Board with an opportunity to review the contract prior to signing and specified that the Board will not be voting on the contract or revising the contract, as this responsibility falls under the authority of the Solid Waste Committee.

Elaine English confirmed Brian Hayden's understanding was accurate.

**Motion carried**  
4 Nay Votes

#### **Policing/Public Safety Update**

Katelyn advised that Dan Goodwin from the Department of Public Safety responded to our letter of concerns that were raised during our Public Safety meeting, which many of the members present participated. Dan Goodwin has advised that he believes the Policing Report will address our concerns. The Executive Director stated that we will need to review the report and decide if the concerns are addressed or not, if not we will continue the discussion with Dan Goodwin.

#### **Executive Director Update**

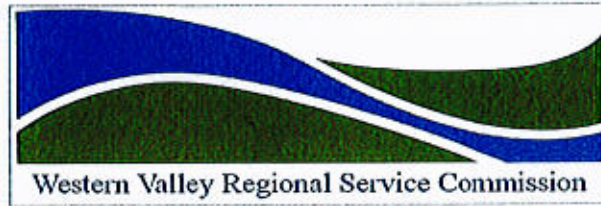
The Executive Director advised that the next meeting will be the Annual General meeting to be conducted on May 20, 2021, which will include our financial audit and noted that typically at this AGM we appoint the Executive and the committees but since the new councils will not yet be appointed in May, she will be requesting a motion to extend those appointments until the subsequent meeting, as there will be changes to the Board of Directors.

The Executive Director informed the members that the North Lake park will be reopening as a daytime public park, and upgrades will be taking place.

#### **In Camera Session:**

None

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Centreville, NB  
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**Adjournment:**

**Motion:** The Chair, Elaine English called for a motion to adjourn the meeting at 7:26 p.m.  
**Moved:** Graham Gill

*Recording Secretary: Bev Gullison*



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**Troy Stone**  
**Secretary**



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**Katelyn McGrath**  
**Executive Director**