



**Board of Directors  
Meeting Minutes – November 4, 2021  
Via Zoom**

**In Attendance:**

Alma Kilfoil, **Secretary**, LSD, Kent  
Arthur Slipp, Mayor, Woodstock  
Brian Hayden, LSD, Woodstock  
Darryl Dermings, Mayor, Aroostook  
Joseph Trevors, LSD, Peel  
Karl Curtis, **Chair** - Mayor, Florenceville-Bristol  
Lee Reed, LSD, Gordon  
Michael Allen, Mayor, Bath  
Stephen Manuel, LSD, Canterbury  
Tamara McPhail, Deputy Mayor, Perth-Andover  
Tom Eagles, Mayor, Plaster Rock  
Tracy Demerchant, Mayor, Hartland

**Regrets:**

Brent Pearson, **Vice-Chair** LSD, Glassville  
Michael Stewart, Mayor, Centreville  
Tanya Cloutier, Mayor, Canterbury

**Absent:**

Lance Graham, Mayor, Meductic  
Connie Boone, LSD, Brighton  
Graham Gill, LSD, Northampton  
Gregory Boone, LSD, Coldstream  
McKenzie McConnell, LSD - Simonds

**Staff In Attendance:**

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

**Call to Order:**

The Chairperson, Karl Curtis called the meeting to order at 6:33p.m.

**Adoption of Agenda:**

The Chair advised that an Agenda addition has been requested by the Executive Director to include a New Business Item titled, "Christmas Tree Recycling".

**21-11-01**

**Motion:** To approve the agenda of the November 4, 2021 meeting.

**Moved:** Tom Eagles

**Seconded:** Tracey Demerchant

**Motion Carried**



**Declaration of Conflict of Interest:**

None

**Adoption of Minutes:**

**21-11-02**

**Motion:** To approve the minutes of the September 16, 2021 meeting.

Moved: Arthur Slipp

Seconded: Alma Kilfoil

**Motion Carried**

**Presentations:**

None

**Business Arising:**

2022 Budget Approval

**21-11-03**

**BE IT RESOLVED** To approve the 2022 Western Valley Regional Service Commission Budget, as presented with the amendments circulated September 30, 2021.

Moved: Stephen Manuel

Seconded: Brian Hayden

**Motion unanimously carried**

**Committee Reports**

Policing Committee: Rural Crime Prevention Plan

The Executive Director advised that during the Public Safety meeting that many members attended a few weeks ago, the topic of a Rural Crime Prevention Plan was discussed, and they stated that this can be a very effective tool in reducing crime by primarily stopping the problems before they happen.

The Executive Director stated that the topic summary rural crime prevention document, as well as a quote that was provided to the CAO of Florenceville-Bristol from the Canadian Municipal Network on Crime Prevention to conduct a presentation, was emailed to all members previously for review. The Executive Director provided a summary of the rural crime prevention document and inquired if the members were interested in having a presentation and advised there would be a \$300 accompanying fee.

The Executive Director advised there is a limit of 100 participants and recommended that the members also invite other engaged community groups, such as Harvest House and Big Brothers/Sisters. The Executive Director requested that the members forward to her any community group recommendations that would benefit from attending this presentation, and she will compile a list and provide to the Policing committee.





**21-11-04**

**BE IT RESOLVED** To schedule a presentation by the Canadian Municipal Network on Rural Crime Prevention to the Board, RCMP representatives, Municipalities, and Community Groups for a fee of \$300.

Moved: Arthur Slipp  
Seconded: Tracey Demerchant  
**Motion unanimously carried**

**New Business:**

**PRAC By-Law Amendments**

The Executive Director summarized the Administrative Staff Report, titled "PRAC By-Law Amendments", which includes the following recommendations:

1. To replace section 6.3 which currently reads:

--*Planning Review and Adjustment Committee members may be reappointed for one additional four-year terms, following their initial appointments.*--

with the following:

**6.3** *Planning Review and Adjustment Committee members may be reappointed for additional four-year terms, following their initial appointments.*

2. To replace that portion of section 5.2 that reads:

*"One member of the Planning Review and Adjustment Committee shall be a Board member of the Regional Service Commission"*

with the following:

**5.2** *One member of the Planning Review and Adjustment Committee shall be a Board member or a councillor of a municipality that receives local planning services from the Regional Service Commission.*

3. To replace section 6.1 and 6.2 of Appendix C that reads:

- a. Property owners within 30 metres of a property in an incorporated area, which is the subject of an application, shall be notified by mail or personal delivery, of the meeting time, date, location of the meeting and nature of the application that will be considered. At the discretion of the Director, a wider range of notification may be undertaken if the application is considered to present conditions or ramifications, which are broader than normal.

- b. Property owners within 30 metres of a property subject to a variance application, and property owners within 100 metres of a property subject to a subdivision or zoning application in an unincorporated area, shall be notified by mail or personal delivery, of the meeting time, date, location of the meeting and nature of the application that will be considered. At the discretion of the



Director, a wider range of notification may be undertaken if the application is considered to present conditions or ramifications, which are broader than normal.

with the following:

- 6.1** *Property owners within 30 metres of a property in an incorporated area, which is the subject of a variance or zoning application, shall be notified by mail or personal delivery, of the meeting time, date, location of the meeting and nature of the application that will be considered. At the discretion of the Director, a wider range of notification may be undertaken if the application is considered to present conditions or ramifications, which are broader than normal.*
- 6.2** *Property owners within 30 metres of a property subject to a variance application, and property owners within 100 metres of a property subject to a zoning application in an unincorporated area, shall be notified by mail or personal delivery, of the meeting time, date, location of the meeting and nature of the application that will be considered. At the discretion of the Director, a wider range of notification may be undertaken if the application is considered to present conditions or ramifications, which are broader than normal.*

#### **21-11-05**

**BE IT RESOLVED** To amend section 6.3, 5.2, 6.1, and 6.2 of the PRAC By-Law, as outlined in the Administrative Staff Report, titled "PRAC By-Law Amendments", as circulated to the Board of Directors.

Moved: Alma Kliffoil

Seconded: Brian Hayden

**Motion unanimously carried**

PRAC Member appointments

The Executive Director advised that the term for Trevor Welch has expired and stated that she is recommending appointing his term for an additional 4-year term. The Executive Director advised that she is also recommending that Lee Patterson, a Town of Hartland Councillor, be appointed to PRAC for a 4-year term.

#### **21-11-06**

**BE IT RESOLVED** To appoint Trevor Welch and Lee Patterson as members of the WVRSC Planning Review and Adjustment Committee for 4-year terms, as per the PRAC By-Law.

Moved: Tom Eagles

Seconded: Stephen Manuel

**Motion unanimously carried**

Christmas Tree Recycling Program

The Executive Director advised that the Department of Environment and Local government used to oversee a Christmas tree recycling initiative, which offered this service in Canterbury, Meductic, Woodstock, Hartland, Florenceville-Bristol, Perth-Andover and Plaster Rock. The Executive Director advised that DELG has advised that they no longer will be providing this service and inquired if the members were interested in having the RSC offer this program.





The Executive Director stated that the Waste Diversion Manager, Barb Sharp, has been working to obtain past year's usage information to better understand associated program cost. The Executive Director stated it is difficult to estimate the entire cost of the service but advised the cost for the tree removal service for Woodstock, Florenceville-Bristol and Hartland was approximately \$1,700 in 2020.

The Executive Director advised that if we do not continue to provide this service that JS Bellis and Northwest Sanitation will collect the Christmas trees along with their regular household waste, which means the communities will pay the tonnage rate to have Christmas trees to the landfill.

Tracey Demerchant inquired if there would be any additional cost to the municipalities, and the Executive Director advised that this service would be covered under the Regional Service Commission's Solid Waste budget.

Lee Reed stated that he believed this service would likely be more applicable to the municipalities rather than the Local Service Districts and noted that he was not aware this service was being offered. The Executive Director stated she did not believe that the service was previously promoted well and advised that she was also not certain how the program costing was handled for each municipality, as she understands, in some cases, that municipalities paid for the chipping of the trees, and not in others.

Brian Hayden inquired if all Local Service Districts would be permitted to bring the trees to a participating municipality and the Executive Director advised that the program is open to everyone within the region.

Stephen Manuel advised he supports the program and stated that if this program was advertised on our Facebook page in the same manner as the current recycling tips, that this program would likely be utilized more. Stephen Manuel stated he would recommend testing the program for one year and reevaluate next year.

Member discussions occurred regarding also offering this service to Bath and Centreville, and it was agreed that all municipalities would be given the opportunity to participate in the program.

**21-11-07**

**BE IT RESOLVED** that the Western Valley Regional Service Commission organize and provide a Christmas tree disposal program in all municipalities who wish to participate.

Moved: Tracey Demerchant

Seconded: Stephen Manuel

**Motion unanimously carried**

#### **Executive Director Update**

The Executive Director asked if the members would be interested in receiving a presentation from the Department of Justice and Public Safety regarding the Safer Communities and Neighborhoods (SCAN) program.

Arthur Slipp informed the members that he supports the SCAN program and noted that the Town of Woodstock has used SCAN on many occasions and advised that it is an exceptionally successful program. Arthur Slipp advised that it has been particularly effective for drug enforcement and mentioned that the informants never have to appear in court. Arthur Slipp also stated he believes SCAN would be a very effective program for assisting the police with leads connected to the current car thief issues.



**21-11-08**

**BE IT RESOLVED** that the Western Valley Regional Service Commission schedule a SCAN (Safer Communities and Neighborhoods) presentation with the Department of Justice and Public Safety.

Moved: Arthur Slipp

Seconded: Brian Hayden

**Motion unanimously carried**

The Executive Director advised, on a request of the Chair of the Policing Committee, she will be reaching out to the Acting Commander of the Woodstock RCMP detachment to inquire regarding resuming their quarterly meetings. The Executive Director stated that she will provide the RCMP with Board member contact information, as these meetings are scheduled and conducted by the RCMP and is not a meeting of the Regional Service Commission.

The Executive Director advised that the next scheduled meeting will be conducted on December 9, 2021 @ 6:30pm via zoom.

**In Camera Session:**

None

**Adjournment:**

**Motion:** The Chair, Karl Curtis called for a motion to adjourn the meeting at 7:08 p.m.

**Moved:** Tracey Demerchant

Recording Secretary: Bev Gullison

  
Alma Kilfoil  
Secretary

  
Katelyn McGrath  
Executive Director