



Board of Directors
Minutes of the Meeting – February 8, 2023
Via Zoom

In Attendance:

Trina Jones, Mayor, Woodstock
Andrew Harvey, Mayor, District of Carleton North
Cindy McLaughlin, Mayor, Regional Community of Southern Victoria
Tanya Cloutier, Mayor, Municipality of Lakeland Ridges
Tom Eagles, Mayor, District of Tonique Valley
Tracy Demerchant, Mayor, Hartland
Lynn Hambrook, Representative, Western Valley Rural District

Regrets:

Absent:

Staff In Attendance:

Katelyn McGrath, Executive Director
Andrea Callahan, Director of Operations

Others Present:

Joe Gallant, ELG

Call to Order:

Katelyn McGrath, CEO called the meeting to order at 5:02 p.m.

Adoption of Agenda:

23-0-01

Motion: Resolved, “that the February 8, 2023, agenda be approved as presented”

Moved: Tom Eagles

Seconded: Tracey DeMerchant

Motion Carried

Declaration of Conflict of Interest:

None

Adoption of Minutes:

23-0-02

Motion: Resolved, “that the minutes of the August 22, 2022, meeting be accepted and approved as presented”.

Moved: Tracey DeMerchant

Seconded: Cindy McLaughlin

Motion Carried

Presentations:

None



Business Arising:

None

New Business:

Katelyn McGrath called for the election of officers for the new board of directors of the Western Valley Regional Service Commission.

Andrew Harvey nominated Tom Eagles for the position of Chair. Tom accepted the nomination. Katelyn called three times for nominations from the floor. Hearing no other nominations, Tom Eagles was declared Chairperson of the Board.

Tom Eagles nominated Tracey DeMerchant for the position of Vice-Chair of the Board of Directors. Tracey accepted the nomination. Katelyn called three times for nominations from the floor. Hearing none, Tracey DeMerchant was proclaimed the Vice-Chair of the Board.

Tracey DeMerchant nominated Tanya Cloutier for the position of Secretary of the Board of Directors of the WVRSC. Katelyn called for nominations three times. Hearing none, Tanya Cloutier was declared the Secretary of the Board.

The new executive is as follows:

Chair: Tom Eagles, Mayor, District of Tobique Valley

Vice-Chair – Tracey DeMerchant, Mayor, Hartland

Secretary – Tanya Cloutier, Mayor, Municipality of Lakeland Ridges.

Committee Reports:

Katelyn explained to the members that we are legislated to create committees to represent each mandate of the RSC. She explained that Community Development and Transportation, although two separate mandates, will be represented by one working committee.

Chair, Tom Eagles asked the Board if they had any questions on the terms of reference for Community Development and then called for a motion to adopt the TOR for Community Development.

23-0-03

Motion: Resolved that, “the TOR for Community Development be adopted as presented.”

Moved: Tracey DeMerchant

Second: Trina Jones

Motion Carried.

Public Safety Committee

Review of the Public Safety Terms of Reference (Formerly Policing Committee). These TOR were actually adopted last year by the former Board, so no motion is necessary, but Katelyn wants the mayors to be aware and to take it back to their respective Councils and decide which Fire Chiefs will sit on the committee and we will discuss at the next meeting. One Fire Chief per entity will be asked to sit on the Public Safety Committee.

Solid Waste Committee

Chair, Tom Eagles asked for clarification from CEO, Katelyn McGrath as to how many members were needed to sit on the committee for Solid Waste. Katelyn explained that there is already an established committee, however we need two representatives from the Board on this committee. Tracey DeMerchant is already on the committee and will stay. Andrew Harvey offered to be on this committee as well.



Finance and Oversight Committee

Katelyn explained that the Finance and Oversight Committee is formed to oversee the CEO and create quarterly overviews of the financial situation of the WVRSC with Katelyn McGrath, Joan Kennedy and Andrea Callahan. This is a standing committee of the BOD and must be made up of Mayors from our Board of Directors. Trina Jones, Cindy McLaughlin, and Andrew Harvey offered to be on the Finance and Oversight Committee.

Community Development Advisory Committee

The makeup of Community Development Committee is detailed in the TOR and the Board's two representatives could be either two Board members or one Board member and one Councillor of one of the entities. Tracey DeMerchant expressed that she thinks that the Board should take the option of expanding to allow Councillors to offer.

Tanya Cloutier and Sheila Cummings offered to sit on this committee.

Public Safety Committee

Tracey DeMerchant and Trina Jones offered to sit on the Public Safety Committee.

Economic Development and Regional Tourism

We will have two other committees, one for Economic Development and one for Regional Tourism, however those committee will be established once the strategic plans have been created for these mandates.

Office Space: as per memorandum circulated.

Katelyn explained that this memo was created by the transition facilitator in 2022 but was put on hold until this new Board was created.

The office space will fall under the Economic Development budget.

23-0-4

Motion: Resolved, "The Western Valley Regional Service Commission enter a 3-year and 4 month lease agreement, expiring no later September 30th, 2026, for the additional 2000sq feet of office space at a cost of \$2500/month (+tax)."

This cost has been included in the 2023 budget.

Moved: Andrew Harvey

Second: Trina Jones

Motion Carried.

Signing Authority:

Katelyn asked that the Board approve two extra signing officers for the WVRSC, the Chair, Tom Eagles and the Director of Operations, Andrea Callahan. Two signatures are necessary on each transaction and any transaction over \$25,000 must be signed by the Chair.

23-0-5

Motion: Resolved, "to have Tome Eagles and Andrea Callahan added to documents for signing authority on bank accounts for the WVRSC."

Moved: Tracey DeMerchant

Second: Andrew Harvey

Motion Carried.

Chair's Report

Tom spoke and offered thanks for the confidence in electing him as Chair and remarked that he likes the changes that have happened with the WVRSC, and he expects we will get a lot of work done in the region over the next



term. He thanked everyone for offering to let their names stand on these committees.

Executive Director Update

Katelyn reported the WVRSC has hired Fred Thompson-Brown as the Waste Diversion Manager and that he comes with a wealth of knowledge and experience.

Katelyn also reported that she will be back in the office more frequently in early March.

In Camera Session:

None

Adjournment:

Motion: The Chair, called for a motion to adjourn the meeting at 5:42 p.m.

Moved: Trina Jones

Recording Secretary: Andrea Callahan

Tanya Cloutier
Secretary

Katelyn McGrath
Executive Director