

Western New Brunswick

Service Commission

Board of Directors
Draft Minutes of the September 19, 2025
WNBSC Office
3143 Main Street, Centreville, N.B.

Board Members In Attendance:

Chair, Tom Eagles, Mayor, District of Tobique Valley
Cindy McLaughlin, Mayor, Village of Southern Victoria
Andrew Harvey, Mayor of Carleton North
Trina Jones, Mayor, Woodstock
Lynn Hambrook, Chair, Western Valley Rural
Leonard Foster, Mayor, Lakeland Ridges
Tracey DeMerchant, Mayor, Hartland

Regrets:

Absent:

Staff In Attendance:

Katelyn McGrath, CEO
Andrea Callahan, Director of Operations (Recording Secretary)

Call to Order:

The Chair, Tom Eagles, called the meeting to order at 9:07 a.m.

No conflict of interest was proclaimed by those in attendance.

Motion to Accept Agenda

25-0-34

Moved: Travey DeMerchant

Seconded: Lynn Hambrook

Motion Carried.

Motion to approve August 21, 2025, Minutes

25-0-35

Moved: Tracey DeMerchant

Seconded: Andrew Harvey

Motion Carried.

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Urban Rural Rides Request

Katelyn read an email from Kelly Taylor of Urban Rural Rides asking if the municipalities would be willing to facilitate copying and scanning documents for volunteer drivers that may not have access to online services/internet.

All mayors indicated that their staff would be willing to do this and forward the necessary documents to Urban Rural Rides and our staff at the Commission when necessary.

ESIC Funding

Katelyn explained that ESIC has sent a new five-year funding agreement that replaces the annual agreement, which enables the Commission to only have to apply for the funding once every five years.

Similarly, the Transportation MOU has been changed to a three-year agreement/MOU so we will only have to apply every three years.

Motion to accept the changes in both ESIC/Transportation Agreements/MOUs **25-0-36**

Moved: Trina Jones

Seconded: Cindy McLaughlin

Motion Carried.

Voyent Alert System

Motion to purchase the Voyent Alert System for regional coverage **25-0-37**

Moved: Trina Jones

Seconded: Leonard Foster

Motion Carried.

WNBSC staff will begin the implementation of the Voyent Alert system in conjunction with ICEsoft Technologies to ensure that we have this live as soon as possible.

For the time being, discussions on an audible alert system are tabled due to the very high cost. This will be discussed again if some funding opportunities arise.

Reimbursement of funds

The Commission received an email from the Northwest Regional Service Commission (Region 1) explaining that a refund of \$22,535 from Circular Materials for the Western Valley Rural District's carts will be sent to the Commission to be held for future use on the Rural District's Solid Waste budget.

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Motion to reserve \$22,535 received for the reimbursement of Western Valley Rural District's recycling carts

25-0-38

Resolved that, "The \$22,535 received for the reimbursement of the recycling carts belonging to the Western Valley Rural District be reserved and allocated towards solid waste and/or recycling costs associated with the Western Valley Rural District only."

Moved: Andrew Harvey

Seconded: Trina Jones

Motion Carried.

Katelyn McGrath told the Board that the RFP for the purchase and distribution of new garbage carts has been circulated in preparation for the application to the Capital Borrowing Board if the Board of Directors chooses to follow this route.

Letter from Hartland Re: Regional Appeals Committee

Katelyn read a letter received from Hartland supporting the implementation of a regional appeals committee for dangerous and unsightly properties, similar to the composition of the existing PRAC committee.

Staff will explore this option for another shared service and report on findings at the October Board meeting.

Communities that do not employ a full-time By-law Enforcement Officer wish the Commission to explore this as a shared service, as well. Staff will gather costs and contact other regions that provide this service to their member communities. A report will follow when all the information is gathered.

AI Training Opportunity

Katelyn asked the Board if they were interested in AI training for them and their staff. All agreed that it would be a great initiative as it is affecting all of us in our personal and professional lives. The Board agreed that this would be beneficial for municipal staff.

Draft Budget

The Board went through the draft 2026 budget once again and asked for departmental reports before voting on it.

The Board will meet again on Tuesday, September 23 at noon to hear the reports and go over the budget again. After this the Board will attend a meeting with the Minister of Public Safety at 3:00 p.m.

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At 10:15 am, the CAOs joined the meeting to hear the presentation from Derron Merriweather, Tim Smith and Rany McLean from J.S. Bellis regarding the potential changes to the collection schedules for mid-year of 2026.

After the presentation, the CAOs left, and the Board resumed their meeting.

Motion to Explore a buy-back program for privately-owned 360 l garbage carts in conjunction to the potential roll-out of new carts

25-0-39

Moved: Andrew Harvey

Seconded: Trina Jones

Motion Carried.

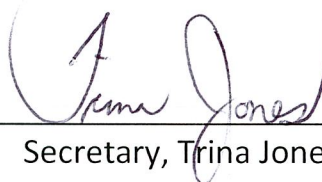
Next Board meeting is scheduled September 23, 2025, at noon.

Motion to Adjourn at 11:55 a.m.

Moved: Andrew Harvey

Seconded: Trina Jones

Signed:


Chair, Tom Eagles
Secretary, Trina Jones

Healthcare Discussion

Minister of Health, Dr. Dornan, just replied to the letter that was sent regarding many of the struggles and hurdles that the region is experiencing in healthcare.

He is requesting that a meeting be held in Fredericton on Wednesday, October 1 at 3:30 p.m.