

Western New Brunswick

Service Commission

Board of Directors
Minutes of June 19, 2026
WNBSC Office
3143 Main Street, Centreville, N.B.

Board Members In Attendance:

Aaron Jones, Mayor, District of Tobique Valley
Tammy Titus-McPhail, Mayor, Village of Southern Victoria
Andrew Harvey, Mayor of Carleton North
Greg Grant, Mayor, Lakeland Ridges
Tracey DeMerchant, Mayor, Hartland
Jeff Wright, Mayor, Woodstock
Lynn Hambrook, Chair, Western Valley Rural District via Zoom

Regrets:

Absent:

Staff In Attendance:

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

Call to Order:

Katelyn McGrath, CEO, called the meeting to order at 12:30 p.m.

No conflict of interest was proclaimed by those in attendance.

Katelyn asked each member to introduce themselves as this was the first meeting of the new Board.

Katelyn presented several slides regarding what the mandates of the Regional Service Commissions are and what the RSC is responsible for.

WNBSC staff formally introduced themselves to the new Board and provided an overview of their respective mandates, roles, responsibilities, and current areas of work.

Motion to Accept Agenda

26-0-19

Moved: Tracey DeMerchant

Seconded: Greg Grant

Motion Carried.

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Motion to accept May 1, 2026, minutes

26-0-20

Moved: Tracey Demerchant

Seconded: Lynn Hambrook

Motion Carried.

Katelyn called for nominations for the executive positions of Chair, Vice-Chair and Secretary of the Board of the Western New Brunswick Service Commission.

Motion to nominate Andrew Harvey as Chair

26-0-21

Moved: Aaron Jones

Seconded: Jeff Wright

Motion Carried.

Motion to nominate Tracey DeMerchant as Vice-Chair

26-0-22

Moved: Jeff Wright

Seconded: Andrew Harvey

Motion Carried.

Motion to nominate Tammy Titus-McPhail as Secretary

26-0-23

Moved: Jeff Wright

Seconded: Greg Grant

Motion Carried.

Be it resolved that, "the executive of the Western New Brunswick Service Commission for the current term be Chair, Andrew Harvey, Vice-Chair, Tracey DeMerchant and Secretary, Tammy Titus-McPhail."

Office Building

Katelyn McGrath, CEO, asked to be excused from the meeting at 4:24 p.m. for the discussion regarding the new lease for the office building at 3143 Main Street in Centreville.

Andrea Callahan read the terms of the lease to the Board of Directors.

Motion to accept office building lease proposal as presented

26-0-24

Moved: Jeff Wright

Seconded: Greg Grant

Motion Carried.

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Katelyn rejoined the meeting at 4:43 p.m.

Bylaw Enforcement Officer

The Board discussed the possibility of housing a Bylaw Enforcement Officer at the Regional Service Commission that could service the communities that wish to buy the service. Katelyn will send an email to all of the CAOs asking that the item be placed on their agendas for discussion so that we know the scope that we could potentially hire for.

Once we hear back from the municipalities that are interested, if feasible, staff will create a proposal for the Board.

The next meeting is tentatively scheduled for August 14, 2026, at 1 p.m.

Motion to Adjourn at 5:05 p.m.

Moved: Tracey DeMerchant

Seconded: Greg Grant

Signed: _____

Chair, Andrew Harvey

for _____
Secretary, Tammy Titus-McPhail