

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING**

**Conference Room, Lawrence Station, NB
May 24, 2018, 6:00 p.m.**

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Joyce Wright, LSD Denis Weston - Chairperson
Garry Christie, LSD St. Patrick - Vice Chair
Terry James, Village of Blacks Harbour
Dennis Blair, LSD McAdam / St. Croix
Winston Gamblin, Village of Harvey
Ken Stannix, Village of McAdam
Doug Naish, Town of St. Andrews
Carla Brown, LSD St. David
Heather Hatt, LSD Fundy Bay
Annette Townes, LSD St. James
James Tubbs, LSD Dumbarton
Wade Greenlaw, LSD Dumbarton
Allan MacEachern, Town of St. Stephen
Doug Rowlands, LSD Pennfield
Crystal Cook, Town of St. George
Wayne McQuarrie, Alternate

MEMBERS OF THE PUBLIC:

Two members of the public were present.

STAFF

Hollis Bartlett - Executive Director
Claudette MacLean - Superintendent of Administration and Board Relations
Michael Young - Superintendent of Operations
Alex Henderson - Superintendent of Planning

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:00 p.m.

She indicated that there were 15 members at the table, and thus quorum was declared.

No members were in attendance via video conferencing.

Conflict of Interest Declarations

The Chair asked all members to declare any conflicts of interest that they may be in. No conflicts were declared.

Adoption of Agenda

18-17 It was moved by T. James, seconded by W. Greenlaw that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

18-18 It was moved W. Greenlaw, seconded by H. Hatt that the minutes of the April 26, 2018 meeting be accepted as presented. CARRIED.

Business Arising from Previous Meetings

Land Swap Update: H. Bartlett informed of a meeting he and M. Young had with John Ames, MLA, to discuss proceeding with the initial request for hectares or to request a larger amount. It was decided the original amount was sufficient with the availability to request more in the future. The package is ready for submission and will update further as information is available.

Recycling Update: T. Dickerson gave a brief overview of the progress of the cart program.

The carts are expected to be onsite early July or perhaps late June.

Two Seed Student have been hired and one began May 7th, the other student will be starting June 18th.

This information flyers, rack cards and welcome letters are complete and onsite, we are in the graphic design phase for the calendars and magnets, they will be complete and onsite in time for the arrival of the carts/bags in July.

Service agreement with Societe Via, has been signed with a start date of September 1, 2018

Recollect, mobile app and web app agreement has been signed and are the developmental stage. A sample app has been created for me to review and edit prior to public release of the App in July 2018. So far, there is no issue with the app.

Community Bin removal will start June 4 and is expected to take two weeks, this may change based on equipment availability and weather. A representative of the recycling program will be travelling with the crew

during the removal process to ensure that any questions residents have are answered and to promote the program.

Public information campaign has begun. We have visited or booked most schools in our service district as well as the farmers market throughout the communities and are booking individual events and community groups as we go.

Public feedback at the St. Stephen trade show was very positive.

New Business

None to report.

Committee & Staff Reports

Technical Advisory Committee Report

The TAC met to discuss the leachate upgrade project phase 1 tender results. Paul McKnight-Whitford gave a presentation discussing the results and presented Stantec's recommendation to accept the Falls Construction's bid. Discussions were had about capital equipment replacement. The 2017-year end monitoring report was distributed and discussed.

18-19 It was moved by W. Gamblin, seconded by J. Tubbs to accept the bid from Falls Construction for the tendered amount of \$2,741,072.50, plus HST for the construction of the retention and surge ponds. **CARRIED.**

ONB Update

New Conversations: Demographic and Labour Market Realities

- Meeting was held at the Garcelon Civic Center on May 16th;
- Meeting planned for May 17th in St. George will be re-scheduled; it was cancelled because another community event was taking place at the same time;
- Meeting at the GCC was attended by approximately 40+ people;
- Information was shared about the population challenges faced by New Brunswick framed in a labour market perspective, with a focus on retaining NB youth, inter-provincial migration and economic immigration as possible solutions;
- The organizers, the New Brunswick Multicultural Council, will provide feedback from the 15 meetings held around the province with possible action items and/strategies to continue this dialogue.

Finance & Audit Committee Report

18-20 It was moved by W. Gamblin, seconded by G. Christie that \$ 644,132.74 be moved from the Capital Reserve Fund to the Operating Fund to cover the cost of the recycle carts. CARRIED.

Executive Directors Report

Solid Waste:

Total year-to-date as of end of April:

2018 - 19440 mt

2017 - 17950 mt

2016 - 17834 mt

Planning Division:

Total permits year-to-date as of end of April:

2018 - 25 Building, 17 Development

2017 - 12 Building, 9 Development

2016 - 19 Building, 13 Development

Internal Items:

- An employee is off work for medical reasons and will be retiring at the end of June.
- The planning department office changes have been completed; the new layout is proving to be much more efficient and accommodating as we grow.
- We have met with Grand Manan about planning, development and inspection services and have had positive results there. There appears to be some synergy with what we can offer and their needs.
- An Executive Director's meeting was held on May 10 - 11, which proved to be informative and valuable.
- Staff travelled to Riviere-de-Loop to visit Societe VIA and met with the plant manager for a tour of the recycling sorting facility. The visit was most helpful in understanding their operation and gave us the answers to the "why" of some things.

Recreation Planning Committee Report

A recreation committee of the whole met to discuss the Coastal Link Trail feasibility study and the Regional Recreation Master Plan on Tuesday May 22nd 2018. The committee heard a presentation from Alex Henderson on the Masterplan and Coastal Link Trail. Most discussion occurred around the masterplan and its cost-sharing formula, proposed committee structures, and the appropriate timing to do the Eastern Charlotte recreation facility feasibility study. On the point of the feasibility study, discussion took place

about whether the project proponents needed to have a formal request and/or plan concept submitted to the recreation committee (NOTE: Scott Boyd, chair Eastern Charlotte Wellness and Activity Committee has since sent in a formal request). The consensus was that the recreation committee would bring a number of motions forward to the Board for consideration.

18.21 It was moved by D. Rowlands, seconded by W. Greenlaw to accept the completed trail feasibility plan by Dillon. CARRIED.

18.22 It was moved by D. Rowlands, seconded by H. Hatt to assist in the formation of a Joint Powers governance model that will take over development and maintenance of the trail and contribute up to \$500 to help pay for costs of incorporation. CARRIED.

18.23 It was moved by D. Rowlands, seconded by W. Greenlaw to administer Provincial grant funds for the newly created trail governance entity. CARRIED.

18.24 It was moved by D Rowlands, seconded by G. Christie to accept the completed recreation master plan by Stantec-Trace. CARRIED.

18.25 It was moved by D. Rowlands, seconded by C. Cooke to undertake a feasibility study of the proposed Eastern Charlotte Recreation Center, contributing up to \$5,000 towards the study, and apply for a Planning Assistance grant from the Province for the remaining 75%. CARRIED WITH ONE (1) NAY VOTE.

The next meeting of the Recreation Committee will be held June 5th @ 10:00 am at the Back Bay Fire Hall.

Date, Time and Location of Next Board Meeting:

18-26 It was moved by W. Gamblin, seconded by D. Naish that the Regular Board Meeting will be Tuesday, June 26, 2018 @ 6:00 pm in the Conference Room, Administration Building, Hemlock Knoll, Lawrence Station.

Question & Answer Period with Public in Attendance

At this time, discussion ensued regarding the creation of a CRITERIA for all proposals forthcoming. Staff was instructed to form this document for the next meeting.

Alternate, W. MacQuarrie informed the Board that the tendering process does not have to be followed for the Recreation Plan feasibility study as the amount is under the \$ 25,000 limit set out by the Province. It was noted, the Board will be using the Request for Proposals (RFP) process.

A question as to whether the public is allowed to attend and ask questions at Committee Meetings was brought forth. The ED will review the Commissions' By-laws and email the findings to all Members and Alternates.

Adjournment

It was moved by D. Blair that the meeting adjourn (at 7:20 p.m.)