

# **SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

## **BOARD MEETING**

**4:00 P.M., Thursday, April 27, 2017  
Royal Canadian Legion, St. Stephen, NB**

### **MINUTES**

#### **IN ATTENDANCE:**

#### **BOARD MEMBERS**

Joyce Wright, LSD Dennis Weston  
Garry Christie, LSD St. Patrick  
Ken Stannix, Village of McAdam  
Dennis Blair, LSD McAdam / St. Croix  
Winston Gamblin, Village of Harvey  
Doug Naish, Town of St. Andrews  
Carla Brown, LSD St. David  
Heather Hatt, LSD Fundy Bay  
Annette Townes, LSD St. James  
David Szemerda, LSD Pennfield  
James Tubbs, LSD Dumbarton  
Allan MacEachern, Town of St. Stephen  
Doug Rowlands, LSD Lepreau

#### **STAFF**

Frank Tenhave, Executive Director, SNBSC  
Claudette MacLean, Secretary to the Board, SNBSC  
Mark Porter, Financial Officer, SNBSC  
Dan Harrington, Director of Solid Waste/Planning  
Alex Henderson, Planner, SNBSC

#### **MEMBERS OF THE PUBLIC**

#### **Presenters:**

Pat McCarthy, Recycle New Brunswick

Eight members of the public were in attendance.

#### **Call to Order**

The Chairperson, Joyce Wright, called the meeting to order at approx. 4:00 p.m.

She indicated that there were 13 Board members present at the table and thus quorum was declared. A check of the conference calling system showed that there were no members in

attendance via Conference Call. She also welcomed the presenter and members of the public, and thanked all for attending.

### **Conflict of Interest Declarations**

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

### **Adoption of Agenda**

The Chair asked all to view the agenda for the meeting that was projected on the screen. She then asked that an additional agenda item be added under New Business. She asked that a possible "Strategic Planning Session" be added and indicated that she was looking for a motion to that effect;

**17-26 It was moved by W. Gamblin, seconded by A. Townes that the agenda be accepted as presented, with the addition of the "Strategic Planning Session" agenda item being added under New Business. CARRIED.**

### **Public Presentation**

Pat McCarthy of Recycle New Brunswick presented a PowerPoint presentation to the board members and the public. Recycle New Brunswick is an independent government agency that looks after recycling for the Province of New Brunswick. This agency was formed in 2006, with the tire steward program. He gave a brief outline on the programs that Recycle New Brunswick has in place, and further programs.

The newest program is the Electronic Purchase program. The key topic he explained was the potential EPR (Extended Producer Responsibility) program for this province. Several other provinces have this now and it is a way to increase funds for recycling (the cost of this is embedded in the price). It also has a desired impact of increasing the portion of waste that gets recycled. Such a program could be a good solution to the financial challenges that the commission is facing under the current recycling system. However, there is a long lead time to put such a system in place (about 3 years based on other province's experience. That is from the day the program is approved by a provincial government. No such legislation is currently under consideration in this province. He recommended that this commission and in fact all commissions lobby government for it.

There were a number of questions asked by Board members and the public which he answered in as much detail as he could.

### **Adoption of Minutes**

The Chair then referred to the next agenda item which were the minutes of the last Board meeting. She indicated that they had been e-mailed out prior to the meeting and were now being projected on the screen. She also indicated that all have had the opportunity to review them and thus she was looking for a motion to approve them.

**17-27 It was moved by C. Brown, seconded by D. Naish that the minutes of the March 23, 2017 Regular Board meeting is approved as circulated. CARRIED.**

### **Business Arising from the Previous Meetings**

#### **Review of Board Member's Public Feedback re; Recycling Options**

D. Szemerda, Chair of the Ad-Hoc Recycling Review Committee gave a brief report on the public feedback that the board members received as well as what was received by holding public meetings on the recycling options. He stated that Option 7, increase by \$6.00 per metric tonne, seemed to be the most favorable option thus far in the process. This committee would be meeting again in the near future to discuss the feedback and next steps.

During the discussion the Executive Director, Frank Tenhave, reiterated to the Board members that recycling puts a financial burden on the commission that needed to be addressed. Further, a possible solution would be to explore and pursue the gas tax funding. Other options were discussed, including the Extended Producer Responsibility program that was just presented by Recycle New Brunswick.

#### **Additional Means to Gather Public Feedback**

The Chair asked Vice-chair G. Christie to speak to this agenda item. Garry indicated that the public feedback received may not fully represent the opinions of the general public. He suggested a few ideas on how further public feedback might be gathered (a poll or online survey and some other such method). He emphasized that it must be able to attract people in order to gather their feedback, either by watching it on a television station or reading about it in the local papers. After a brief discussion by Board members it was recommended that the Ad Hoc committee take this approach under consideration as it moved forward.

### **New Business**

#### **Letter of Support to Federal Gov. on Behalf of Bell Aliant re; IT projects here**

The Chair indicated that the next agenda item was a letter to the Federal Government had been e-mailed out prior to this meeting and which was now being projected on the screen. This letter was mailed to Connecting Canadians Branch to support Bell-Aliant's Connect to Innovate application for funding. This application for funding would allow Bell to expand the high-speed internet system to rural areas in this Regional Service Commission area as well as the rest of the province. There was a tight deadline for providing this letter of support, well before this meeting. No Board expressed any concerns about this having been done in this way.

#### **Strategic Planning Session**

The Chair then moved on to the next agenda item and outlined the need for holding a strategic planning session in the near future. This session would be focused on one item which was a possible collaborative agreement with Opportunities New Brunswick regarding a regional

economic development initiative here. In order for members to fully understand what this was all about a representative from Opportunities New Brunswick would attend and make a presentation at this proposed session and the Board could ask questions and discuss it.

There was discussion of the possible date for this and difficulty setting it up. In the end the Chair indicated that for this meeting it would be enough if the Board agreed to hold the session and then staff could work with members to find the best date for it.

**17-28 It was moved by G. Christie, and seconded by H. Hatt, that the Board proceed with holding a Strategic Planning session at the date and time that works best for the Board. CARRIED**

### **Committee and Staff Reports**

#### **Finance and Audit Report**

The Chair then moved to this agenda item and asked Winston Gamblin, Chair of the Finance and Audit Committee, to take the floor. Winston referred all to the Finance and Audit Report that all had received prior to the meeting and to the report showing up on the screen. He indicated that the Finance and Audit Committee reviewed the Audit Report from the Auditor. There were several procedural improvements that he recommended the commission consider implementing. Also, he recommended that the updated Investment Policy that would need further discussion at the next Finance and Audit committee meeting. Another item that this committee discussed was the purchase of an excavator that was put out to tender, and so on. The committee received information on the purchase price, trade in value, bids, etc.

**17-29 It was moved by W. Gamblin, seconded by G. Christie that \$225,000.00 be transferred from the capital reserve fund to the solid waste operating fund to cover a portion of the cost to purchase a new excavator for the landfill site. CARRIED.**

Another item that was discussed at this committee was a letter received from Paul Lang, Executive Director of the Kent Regional Service Commission. This letter was focused on asking all Regional Service Commission chairs to sign a joint letter to the Minister of Environment and Local Government requesting that the budget adoption process for feedback from Board members be reduced from 45 days to 30 days. In addition it would request that the budget adoption day be changed from no later than November 1<sup>st</sup> of each year to no later than December 1<sup>st</sup> of each year.

**17-30 It was moved by W. Gamblin, seconded by J. Tubbs that the board approve having our board chair sign the joint letter going to the Minister of Environment and Local Government requesting the changes in the current budget timelines as just discussed. CARRIED.**

#### **Regular Financial Report**

The Chair then asked Mark Porter to give a brief outline of the monthly financial reports, which had been circulated prior to this meeting and are displayed on the screen. In summary he indicated

tracked closely to the 2017 budget and that, as is typical this time of year, revenues are lower than later in the year.

## **Executive Directors Report**

Executive Director, F. Tenhave, gave a brief overview of his report that was projected on the screen. He noted that the Transit Authority was continuing to work on getting funding for a pilot rural bus service. Work has been ongoing with the Recreation Committee and other stakeholders on potential projects that may be coming to the board. There was two meetings held with the Province. The first one was with ELG in regard to the Community Planning Act. The minor change in this act was that Regional Plans are no longer mandatory but are now optional. The other meeting was with representatives of the NB Jobs Board and Opportunities New Brunswick. This meeting was centered on a new Regional Economic Development initiative as previously discussed in the meeting.

## **Report on Collaborative Activity**

### **Recreation Planning Committee Report**

The Chair then moved on to the next agenda item and asked the chair of the Recreation Committee, Doug Rowlands, to give their report. He indicated that this committee meet once since the last board meeting. At this meeting, Alex Henderson (SNBSC Planner) and Greg Evans (THC) attended as invited and expected. The census of this committee was to add these two as ex-officio members of this committee.

**17-31 It was moved by D. Rowlands, seconded by W. Gamblin that the Board accept Greg Evans, of the Department and Tourism Heritage and Culture, and Alex Henderson, our commission's Planner, as ex-officio members of the Recreation Committee. CARRIED.**

He went on to explain that Greg Evans outlined the key points in the development of Regional Recreation Masterplans. Once a plan is completed Greg indicated that there may be funding assistance from the Department and Tourism Heritage and Culture. This funding would allow a person to be hired to implement this plan. After a thorough discussion, the committee reached a unanimous consensus that this commission needs to proceed as soon as possible with the work of the creation of a regional recreation masterplan. In addition it discussed the need for a well-planned RFP process to get a qualified consulting company to lead this work;

**17-32 It was moved by D. Rowlands, seconded by H. Hatt that the Board approve the expenditure of up to \$25,000.00 of internal commission funds to be used to provide the 25% contribution from this organization toward the creation of a regional recreation masterplan. This funding would only be accessed if the other 75% is approved by Tourism, Heritage and Culture. Using these combined funds, the masterplan would be created by engaging a qualified consulting company that would be selected, through a competitive RFP process, to lead and carry out the project. This funding would be made available to the Recreation Committee as soon as needed and thus allow this project to begin as soon as possible. CARRIED. 11 Yay's (including 1 abstention), 2 Nay's**

**Date, Time and Location of Next Board Meeting:**

The Chair reminded the Board that the next regularly scheduled meeting of the Southwest New Brunswick Service Commission would be;

Thursday, May 25, 2017 at 6:00 pm at the Administration Building, SNBSC Solid Waste Division, Hemlock Knoll, Lawrence Station. N.B.

The Board had no objections to this and supported this location, etc.

**Question & Answer Period with Public in Attendance**

There were a few questions and extensive discussions with members of the public present on several items covered within this Board meeting.

**Adjournment**

It was moved by J. Tubbs that the meeting adjourn (at approx. 6:14 p.m.)