

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING**

6:00 P.M., Thursday, May 25, 2017
Administration Building, Hemlock Knoll, Lawrence Station, NB

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Joyce Wright, LSD Dennis Weston
Garry Christie, LSD St. Patrick
Wade Greenlaw, LSD Dufferin
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

Via Conference Call:

Crystal Cook, Town of St. George
Terry James, Village of Blacks Harbour

STAFF

Frank Tenhave, Executive Director, SNBSC
Claudette MacLean, Secretary to the Board, SNBSC
Mark Porter, Financial Officer, SNBSC
Alex Henderson, Planner, SNBSC

MEMBERS OF THE PUBLIC

Two members of the public were present

Presenters:

Abby Pond, Charlotte Coastal Region Tourism Association

Call to Order

The Chairperson, Joyce Wright, called the meeting to order at approx. 6:00 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 two members in attendance via Conference Call. She also welcomed the presenter and thanked members of the public 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 for a motion to approve the agenda for the meeting that was projected on the screen.

17-26 It was moved by A. Townes, seconded by W. Greenlaw, that the agenda be accepted as presented. CARRIED.

Public Presentation

The chair then introduced the presenter to the Board, Abby Pond, and asked her to take the floor.

Abby Pond, Executive Director of the Charlotte Coastal Region Tourism Association (CCRTA) gave a detailed PowerPoint presentation to the board. She explained how the association worked in the past and how the new board has revamped the association to move forward. The CCRTA does promotion of tourism attractions in most of the Regional Service Commission area to potential visitors around the world. However, they do not do any local tourism promotion within the region as that is not their mandate. They work in partnership with municipalities and other groups to promote what this region has to offer to tourists. She indicated that the CCRTA is willing to work with this Commission to promote recreation projects and other initiatives in the region which would add to the attractiveness of this region to outside visitors.

A few questions were asked by the board members, which she answered in detail.

Adoption of Minutes

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

17-27 It was moved by W. Gamblin, seconded by G. Christie that the minutes of the April 27, 2017 Regular Board meeting is approved as circulated. CARRIED.

Business Arising from the Previous Meetings

Response letter from Min. Rousselle re; Gas/LSD letter

The Chair moved on to the next agenda item and referred all to a letter on this item that was circulated to everyone and was up on the screen. To refresh everyone's memory, the original letter sent by the Board to the Minister was also put up on the screen.

The board expressed disappointment in the response letter received from Minister Rousselle. It went on to discuss whether another letter should be sent to Min. Rousselle regarding this issue or should the staff seek to see if other RSC's would like to join in writing another letter. Frank Tenhave, the SNBSC ED, indicated that he did ask the other RSC Executive Directors to join in pursuing this issue with the Minister, but there was very limited interest among them. The discussion continued until a consensus was reached that a strongly worded letter to the Minister would be appropriate and that this time a copy of it should also go to the Board chairs of all the other commissions. In doing it this way other commissions may discuss the issue and decide that they want to take up this important issue.

17-28 It was moved by T. James, seconded by D. Blair that a second letter be sent to Min. Rousselle and copied to all other RSC's Chairs regarding his response to the Gas Tax Funding letter indicating that his response did not address the board concerns on what is specifically being done in the area of transparency and standardization of the process for dealing with LSD Gas Tax applications. As well it would ask what is going to be done to equalize the percentage of the funds that are going to unincorporated areas versus incorporated areas (on a per capita basis). CARRIED

New Business

Provincial RSCs Event in Miramichi

The Chair informed the Board that board members has been invited to attend the Provincial Regional Service Commission Conference that is being held in Miramichi on Saturday June 10, 2017. The Chair read the agenda to the Board. The Board discussed the event and agenda in great detail. In the end, the consensus of the Board was that only the Chair and Executive Director should attend this meeting. Further they would report back to the Board on any items that may be of interest coming out of this meeting.

Committee and Staff Reports

Planning Management Committee Report

The Chair then moved to the next agenda item and asked David Szemerda, Chair of the Planning Management Committee to take the floor. David referred all to the PMC Report that all had received prior to the meeting and to the report showing up on the screen. The PMC has been working on revising the Planning Review and Adjustment Committee (PRAC) bylaws. The revised PRAC bylaws was projected up on the screen and quickly scrolled through while Dave highlighted the changes. He indicated that all of the changes were minor house-keeping in nature which were just to make things simpler and more workable.

17-29 It was moved by D. Szemerda, seconded by J. Tubbs that the board accept the revised Planning & Adjustment Committee bylaws be adopted as presented. CARRIED.

David Szemerda then informed the Board that Vern Faulkner, Chair of the Planning Management Committee, has completed his term. Also Sam Walsh and Brian Cornish are up for renewal to this committee.

17-30 It was moved by D. Szemerda, seconded by A. Townes that Sam Walsh and Brian Cornish be re-appointed to the Planning & Review Adjustment Committee for their second four-year term. CARRIED.

Dave continued his report and updated all on the generic rural plan that is being worked on. He also indicated that there is possibility of a coastal development handbook being developed through a partnership with the Village of Blacks Harbour and Eastern Charlotte Waterways Commission. This group is planning to apply to the Federation of Canadian Municipalities for financial support for this project. If successful, they expected to get 100% funding to cover the cost of this project.

17-31 It was moved by D. Szemerda, seconded by D. Naish that we direct staff to work with the Village of Blacks Harbour and Eastern Charlotte Waterways to submit an application to the Federation of Canadian Municipalities in support of additional coastal GIS work and the associated Coastal Development Handbook. CARRIED.

Transportation Committee (SNBTAI) Update

On behalf of this committee, Frank Tenhave referred all to the SNBTAI Report that all had received prior to the meeting and was shown up on the screen. He indicated that much of the report was a repeat of what had been reported in the past but that the last section was the current state of the project. In brief, he indicated that the possibility of the SNBTAI getting funding for a stand-alone rural bus service was nearly zero. As a result, the SNBTAI was focusing its effort on identifying a partner that could expand an existing service into the Charlotte County region. To that end, this committee has been in talks with Maritime Bus Services, since a partnership with this existing carrier should meet the criteria for the current federal infrastructure funding. The SNBTAI board members approved forming a relationship with Maritime Bus Services and to supporting their application for funding under the federal phase two infrastructure funding. Lastly, he indicated that it is unclear as to what role the TAI might play in this application process or to any potential service that may come out of this approach.

Ad-Hoc Recycling Review Committee Report

The Chair then moved to the next agenda item and asked David Szemerda, Chair of the Ad-Hoc Recycling Review committee to take the floor. David referred all to the report that all had received prior to the meeting and to the report showing up on the screen. This committee reviewed all the feedback that it received from the workshops that it held throughout the communities. The feedback was broken down and of the people that showed up at the three public meetings so far, they estimated that 85% were in support of option 7 which is to increase the recycling fee by \$6/tonne.

17-32 It was moved by D. Szemerda, seconded by W. Gamblin that Option Seven be implemented in the fiscal 2018 budget by increasing the recycling fee by \$6. TABLED

This item led to much discussion and debate among Board members. The discussion ranged from on whom the increase would apply to how much the increase would really be on the average house. Concerns were expressed about how this increase would impact municipal budgets and possible resistance to this at the council tables. It was explained that this \$6/tonne would only fill the gap in order to fund capital items used in the recycling program which was not accounted for in the past. An additional \$5/tonne for regular solid waste (tipping fee) was anticipated to be also added in the upcoming year's budget as that was part of the plan to fix the revenue shortfall over an estimated four-year program of such tipping fee increases. This being a net \$11 increase in one year was met with concern from several Board members. Given this situation, J. Tubbs recommended to the Board that this item be tabled until the next meeting, which all, including the mover and seconder, agreed to.

17-33 It was moved by J. Tubbs, seconded by A. MacEachern that this motion be tabled until the June 22, 2017 meeting for a vote. CARRIED.

Dave went on to reiterate that due to the need for capital items, such as recycling trucks and bins, repairs to the recycling building, and so on, this committee felt that the Board should approach the province to give a timeframe for the implementation of the 3P (EPR) program so that the Board has the information needed to make good planning decisions soon.

17-35 It was moved by D. Szemerda, seconded by G. Christie that the commission contact our local provincial representation to lobby for and encourage the swift adoption of the 3P program so budget dollars can be saved as this new program is rolled out in the New Brunswick. CARRIED.

Technical Advisory Committee Report

The chair moved on the next report and turned the floor over to Winston Gamblin, Chair of the Technical Advisory Committee. He gave this report that was emailed out prior to the meeting and was being projected on the screen. He gave an update of the current leachate challenges and the air quality in the recycling building. At this committee's last meeting a PowerPoint presentation was shown to the committee members regarding the leachate system upgrade and cell configuration. The committee asked about financial considerations. Given this important aspect of these technical issues, the TAC agreed that a joint meeting with the Finance and Audit committee would be very helpful to both committees. Such a meeting will be set up in the near future. Based on the ongoing processes involved in preparation for the leachate work, the staff were advised to continue on as planned in seeking approval for the construction of the underdrain and the Certificate of Approval from the province.

Community Policing Committee Report

The Chair then moved to the next agenda item and asked Carla Brown, Vice-chair of the Community Policing Committee, to take the floor. Carla referred all to the CPC Report that all had received prior to the meeting and to the report showing up on the screen. She indicated that the speed sign has been tested and was ready to be put into use. Also, the TV programs created

by the CPC have been receiving good reviews and more shows are going to be taped in the near future.

There was concern at the CPC meeting about the dropping number of people attending these meetings. Given that, she asked all SNBSC Board members to contact people in their area who might have an interest and invite them to the next CPC meeting.

The next meeting of the CPC will be Thursday, September 14, 2017 @ 6 pm at the Oak Bay Hall.

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. Mark provided his usual report indicating that all was tracked closely to the budget with the usual seasonal variations on tonnage and other activities taking place as they normally do.

Executive Directors Report

Executive Director, F. Tenhave gave a brief overview of his report that was projected on the screen. He indicated that the tonnage to date was slightly behind that of last year but still ahead of 2 years ago. Planning permits were tracking along like an average year. More work had been done regarding the potential trail project including with new potential project funding partners and work on the RFP, should this project go forward. He noted the Strategic Planning session will be held on June 8th at Hemlock Knoll and the Provincial RSC event in Miramichi on June 10th.

Report on Collaborative Activity

Recreation Planning Committee Report

The Chair then moved to the next agenda item and asked Heather Hatt, vice-chair of the Recreation Planning Committee to take the floor. Heather referred all to the Recreation Planning Committee Report that all had received prior to the meeting and to the report showing up on the screen. There was much discussion on the Trail Project. Poul Jorgensen of NB Trails Council informed the committee that there is a need and value for the trails project – the Coastal Link Trail. The cost of the study would be up to \$32,000. Poul felt that he could source \$8000. (or the 25% that the RSC would normally contribute itself toward such a project) from trails associations to help move this project ahead but he needed a letter of support for this project from the SNBSC.

17-36 It was moved by H. Hatt, seconded by T. James that the board approve in the writing and sending of a letter, under the Board's chair's signature, indicating the commission's full support for the trail study project. In doing so this support by the Commission is in no way to be interpreted as any indication of the financial support for the later aspects of this project i.e. the capital cost and operating cost of the trail. CARRIED.

A draft RFP for selecting a qualified consulting company to do the regional recreation masterplan work has been written. Staff made a few minor changes as per the committee's request and they will issue the RFP at the appropriate time (after the project is approved). A Steering Group needs to be formed for this project which would make sure all relevant information and content was

delivered to the consultants. Once this masterplan is completed the Steering Group would be disbanded. The goal is to ensure that the Steering Group is made up of representatives from across the entire region and with those individuals with a wide variety of recreational interests.

Date, Time and Location of Next Board Meeting:

The chair reminded the members of the Strategic Planning session with ONB will be held;

6:00 PM, Thursday June 8th, 2017 in the Conference Room of the Administration Building, SNBSC Solid Waste Division, Hemlock Knoll, Lawrence Station. NB

The chair indicated that the next regularly scheduled Board meeting of the Southwest New Brunswick Service Commission will be;

6:00 PM Thursday, June 22, 2017 in the Conference Room of the Administration Building, SNBSC Solid Waste Division, Hemlock Knoll, Lawrence Station. NB.

Question & Answer Period with Public in Attendance

No questions was asked.

Adjournment

It was moved by A. Townes that the meeting adjourn (at approx. 8:07 p.m.)