

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING**

Hemlock Knoll Sanitary Landfill
5749 Route 3, Lawrence Station, NB
6:00 P.M., Thursday, December 14, 2017

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
James Tubbs, LSD Dumbarton
Allan MacEachern, Town of St. Stephen
Crystal Cook, Town of St. George
Terry James, Village of Blacks Harbour

CONFERENCE CALL: Robert Moses, Deputy Mayor of Grand Manan (Alternate)

STAFF

Frank Tenhave, Executive Director, SNBSC
Claudette MacLean, SNBSC
Mark Porter, Financial Officer, SNBSC
Michael Young, SNBSC

MEMBERS OF THE PUBLIC

There were two members of the public in attendance.

Call to Order

The Chairperson, Joyce Wright, called the meeting to order at 6:06 p.m. and began the meeting by addressing Frank Tenhave, Executive Director with much appreciation for his last five years of service with the Commission.

She indicated that there were 14 Board members at the table, one Alternate on Conference Call and thus quorum was declared.

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

The chair asked for a motion to approve the agenda for the meeting that was projected on the screen, and circulated to all members in the emailed board members packages.

17-68 It was moved by T. James, seconded by W. Greenlaw that the agenda be accepted as presented. CARRIED.

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.

17-69 It was moved by J. Tubbs, seconded by A. Townes that the minutes of the October 26, 2017 Regular Board meeting be approved as circulated with the date typo corrected. CARRIED.

Business Arising from the Previous Meetings

Updates regarding RDC and SNBSC as a funding agent role was discussed, as well as a letter received from the Prime Minister's office RE: Marijuana Issue, and a response letter from Minister Doucet's office RE: Land Swap Issue were projected on the screen for the Members to review.

New Business

Board and Alternates at Non-Board Functions

17-70 It was moved by G. Christie, seconded by T. James that the Board approve the paying of mileage expenses for Board members and Alternates when they attend non-Board meeting events that are relevant to the Commission's business and to which it is helpful that they attend. This could include but not be limited to meetings or events called by the Premier / Ministers, senior civil servants, other agencies or RSC's, and so on. Further, to eliminate any question as to whether an event warrants Board members and alternates attendance, the Executive Committee shall discuss and pass judgement on each as it arises, on a case-by-case basis, and inform all of their decision in a timely fashion. CARRIED.

Changing Standing Committee Limit for Board Members

17-71 It was moved by T. James, seconded by R. Moses that the by-laws be amended to reflect the standing committees limit for Board members be changed from two to three committees. CARRIED.

Executive Committee Request for Charitable Donation (Lakeland Industries)

17-72 It was moved by J. Wright, seconded by A. Townes that the Commission waive the tip fee cost for this catastrophic loss suffered by Lakeland Industries. CARRIED.

Committee and Staff Reports:

Ad-Hoc Recycling Review Committee Report

The chair then moved to the next agenda item and asked Wade Greenlaw to give this report.

The Committee began the development of a policy surrounding the Commission's roll in the new system as well as the commitment to education for the system.

The Committee agreed to host another stakeholder meeting in early January to discuss the program further and to reach decisions in a timely fashion.

Planning Management Committee Report

The chair then moved to the next agenda item and asked Dennis Blair to give this report. Dennis read the report that was circulated to each member and projected on the screen.

17-73 It was moved by D. Blair, seconded by H. Hatt that the Board reinstate the provision in the PRAC procedural bylaws such that one

member of the PRAC must be a resident of any municipality that is getting its Planning Services from this RSC. CARRIED.

17-74 It was moved by D. Blair, seconded by A. Townes that the Board accept Jill Stewart as the representative of that municipality on the PRAC. CARRIED.

HR Committee Report

17-75 It was moved by W. Greenlaw, seconded by D. Blair that the Board approve the HR Committee to continue its process leading to the hiring of a new Executive Director as soon as possible. CARRIED.

Finance and Audit Report

The chair then moved to the next agenda item and asked Winston Gamblin to give this report. Winston read the report that was circulated to each member. One item of topic was the transferring of funds from the Solid Waste Operating account to the Solid Waste Capital Reserve account be amended.

17-76 It was moved by W. Gamblin, seconded by J. Tubbs that the Board approve amending motion 17-66, which was passed at a previous Board meeting and which called for the transfer of \$300,000.00 to the Solid Waste Capital Reserve Fund, such that it is now modified to reduce this amount and it now requests that only \$150,000.00 is to be transferred from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund. CARRIED.

17-77 It was moved by W. Gamblin, seconded by A. MacEachern that the Board approve Teed, Saunders, Doyle be awarded the tender for auditing services for a three year term. CARRIED with one Nay vote.

17-78 It was moved by W. Gamblin, seconded by G. Christie that the Board approve the draft 2018 Budget as circulated. CARRIED with one Nay vote.

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. Statistics for the year to date are tracking just slightly ahead of last year.

Executive Directors Report

Executive Director Frank Tenhave gave a brief overview of his report that was projected on the screen. He provided update solid waste and planning statistics and indicated that all the key other items had been reported on in the committee reports.

Report on Collaborative Activity

Recreation Planning Committee Report

The chair then moved to the next agenda item and asked Heather Hatt, of the Recreation Planning Committee to take the floor. Numerous items were discussed including the Costal Link Trail Study, and the Recreation Master Plan.

Date, Time and Location of Next Board Meeting:

6:00 PM, Thursday, February 22, 2018 at Hemlock Knoll Sanitary Landfill, 5749 Route 3, Lawrence Station, N.B.

Question & Answer Period with Public in Attendance

Discussion ensued in regards to the delivery of the recycling bins to local residents.

Adjournment

It was moved by W. Greenlaw that the meeting adjourn (at 7:31 p.m.)