

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**  
**BOARD MEETING**

Hemlock Knoll Sanitary Landfill  
5749 Route 3, Lawrence Station, NB  
6:00 P.M., Thursday, February 22, 2018

**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  
Robert Moses, Deputy Mayor of Grand Manan (Alternate)  
Wayne McQuarrie, LSD Pennfield

**STAFF**

Hollis Bartlett, Executive Director, SNBSC  
Claudette MacLean, SNBSC  
Michael Young, SNBSC

**MEMBERS OF THE PUBLIC**

There was one member of the public in attendance.

**GUEST PRESENTERS:**

Dan Doherty – Horizon Health Network  
Tara Devlin-Huys – Opportunities New Brunswick

### **Call to Order**

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

She indicated that there were 16 Board members at the table, 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. There was an amendment to the agenda, adding a presentation by Dan Doherty from Horizon Health Network.

**18-01 It was moved by T. James, seconded by D. Naish that the agenda be accepted as presented. CARRIED, with one NAY vote.**

### **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.

**18-02 It was moved by A. Townes, seconded by R. Moses that the minutes of the December 14, 2017 Regular Board meeting be approved as circulated. CARRIED.**

### **Public Presentations**

#### **Horizon Health Network Presentation**

Dan Doherty from Horizon Health Network gave an overview of the Patient Connect New Brunswick program. In 2017 the Charlotte County Collaborative Wellness Centre was implemented to address the priority recommendations identified in the 2014 Community Health Needs Assessment.

The health team is in the early stages of development and includes a Physician, Nurse Practitioner and an administrative support lead.

Patient Connect NB is a patient registry to access a primary health care provider. Residents are encouraged to register by telephone calling 811.

## **New ONB Representative**

Tara Devlin-Huys from Opportunities New Brunswick gave an overview of her new position. She has been hired as a connector person for community stakeholders for non-commercial, not for profit organizations.

Tara plans to attend Commission meetings and give updates regularly.

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

A response letter from Minister Doucet's office RE: Land Swap Issue were projected on the screen for the Members to review. Staff is responsible to move forward with this issue.

## **New Business**

### **Board Member Email Accounts**

Hollis informed of a project currently underway in redeveloping the RSC website, and has establish a new domain (rsc10.org) that acts as a placeholder, also an alternative email domain. The Commission members are offered an alternative email address to use for board business that will be in compliance with RTIPPA. ([www.rsc10.org/mail](http://www.rsc10.org/mail))

If you already use a government email account for board business, then you are already in compliance. Email exchanged with RSC staff is also OK on any @snbsc.ca email address, as a copy will be on the @snbsc.ca server. The concern is board members that email each other about RSC business on private emails. You should also be aware that using a private email address could subject your whole account to scrutiny in a serious RTIPPA case.

### **Solid Waste Collection**

There has been a request by Service New Brunswick to investigate the feasibility of the RSC to manage and/or execute the collection of solid waste for all or parts of the region. The purpose of this investigation is to see if we can reduce costs for taxpayers by way of increased competitiveness in tender bidding and increased efficiencies gained through route optimization. This activity will be overseen by the current Recycling Committee.

**18-03 T. James moved, seconded by W. Greenlaw that the Service Commission staff investigate performing solid waste collection in-house and produce a report outlining the cost and feasibility of doing so, including comparisons to current contractor costs.**

## **Capital Borrowing Notice of Vote**

Be it resolved that the Commission intends to proceed with the landfill leachate treatment system upgrades project and submit an application to the Municipal Capital Borrowing Board for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Solid Waste Services (Environmental Health)

Amount: \$ 4,500,000

Term: Temporary financing for 3 year term. \$ 4,500,000 Gas Tax Fund (GTF) for unincorporated area projects for the Province of New Brunswick will be funding this project.

Distribute written notice, at least 45 days before the vote, of the proposed vote at the April 26, 2018 Commission board meeting and the proposed borrowing application to its members that are municipalities or rural communities and to the Minister before the commission votes to borrow.

## **Committee and Staff Reports:**

### **Ad-Hoc Recycling Review Committee Report**

The Committee discussed the Recycle Cart RFP. Discussions included number of carts required, delivery/distribution, and timeline for call of RFP. Also, the phasing out of current commercial pick up was discussed as well as timeline for dismantling of bin system.

Monthly pick vs bi-weekly up was discussed and reviewed by the committee.

Future meetings with stakeholders were discussed as well as providing direction on how stakeholders may request extra carts for households that are not classified as primary residences in the tax records. A The committee also concluded a need to for further consultation with stakeholders in an attempt to overcome obstacles to allow McAdam (LSD), Manor Sutton (LSD), Village of Harvey, and Village of McAdam to participate in the curbside collection of recyclables.

**18-04 It was moved by W. Greenlaw, seconded by A. Townes that 10,400 carts be purchased from Rehrig Pacific Company for a total cost of \$ 697,955.80 taxes included. CARRIED.**

### **Technical Advisory Committee**

The 2017-year end draft report was summarized. Monitoring well conditions, repairs and access to the wells was discussed. It was suggested that a section to be added to the report on this matter. The Sampling Review for 1998 to 2016 was summarized. In previous discussions with the NBDOE it was recommended that the new Leachate Treatment Upgrade Project be completed before proceeding with the recommendations of the report. Additional changes to the sampling and monitoring well system may be needed upon completion of the project.

## **Community Policing Committee**

A CPC meeting was held on Thursday, January 11. The main purpose of this meeting was to develop the list of annual priorities to present to the RCMP. Last year's priorities focused on Drug and Alcohol, Traffic and ATV/Off Road Enforcement.

A round table discussion, led by Frank Carroll explored what might be considered to be the top priorities for 2018 – 2019. The results of this discussion were:

- Priority 1: Mental health issues, which contribute to petty crimes, domestic violence, vandalism, property crimes and other serious drug and substance abuse issues
- Priority 2: Traffic and off-road vehicle safety, i.e. driving infractions, speeding, distracted drivers
- Priority 3: Drug awareness education, drug & alcohol substance abuse

## **Executive Directors Report**

### **Provincial Items:**

A Provincial Executive Director's meeting was held February 8<sup>th</sup> in Fredericton. Items of discussion included:

- A desire to implement minimum standards for planning province wide for municipalities, including the need to have qualified personnel on staff or be in contract with the RSC
- Economic Development committees were discussed as an option with the new addition of ONB
- Tourism and how that would be structured within the regions was discussed
- Successes in other regions include Mobile Eco Depots, power generation, addition of animal control, RSC having a seat of fire department advisory committee

### **Corporate:**

- New website is under construction. New, more appropriate server space has been obtained, this will be shared with website and rsc10.org emails. We are also installing a VPN so that the planning office can connect to our server at Hemlock Knoll for security and backup. This will also allow remote access to common shared files. Included in this install is a firewall for added security for our network.
- New Waste Reduction Coordinator has been hired, as well as a new part-time landscaping contractor for planning. A new full time temporary planner has been identified and should have the hiring process completed shortly.
- Changes have been made to the payroll process, the new system will give us increased redundancy & security, alleviate some work for Claudette at a very low cost which are offset by mileage and bank charges. We expect this system to be fully operational over the next month.
- A safety audit has been conducted at Hemlock Knoll by New Brunswick Safety Services to identify gaps we might have had for Worksafe compliance. There are some documentation changes to be implemented as a result, but no major operational changes.

## **Report on Collaborative Activity**

### **Recreation Planning Committee Report**

#### Summary:

The committee met on January 9<sup>th</sup>. Poul Jorgeson noted that the feedback at the open house was more positive than anything he'd seen in 20 years of doing trail projects. Alex updated the committee on trail project and noted that \$1 million in funding was recently announced by the Province.

A local non-profit may have to be formed like The Fundy Trail Development Authority Inc. to look after it. An Executive Sub-Committee may form the basis of a non-profit but there are still issues of ownership of major trail infrastructure like bridges. The Recreation Masterplan could have one of its objectives to be that the RSC hires a plan implementation officer (3 years - 75% Province funded) who would, among a list of other plan objectives, work with the local non-profit through the incubation phase.

Discussion of the proposed Eastern Charlotte Multi-Purpose Recreation Facility arose, noted the difficulty of securing cost-sharing agreements for maintenance of such facilities.

It suggested that [www.snbsc.ca](http://www.snbsc.ca) could potentially be host to a list of current recreation programs/facilities.

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

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

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

Clarification of the number of carts, the supplier and the cost was confirmed.

#### **Adjournment**

It was moved by T. James that the meeting adjourn (at 7:44 p.m.)