

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING**

Hemlock Knoll Sanitary Landfill
5749 Route 3, Lawrence Station, NB
6:00 P.M., Tuesday, March 27, 2018

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Garry Christie, LSD St. Patrick
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
Wayne McQuarrie, Alternate
Doug Rowlands, LSD Pennfield

CONFERENCE CALL

Tara Devlin-Huys - Opportunities New Brunswick

STAFF

Hollis Bartlett - Executive Director
Claudette MacLean - Superintendent of Administration and Board Relations
Michael Young - Superintendent of Operations
Alex Henderson - Superintendent of Planning
Trisha Dickerson - Waste Reduction Coordinator

MEMBERS OF THE PUBLIC

There were no members of the public in attendance.

Call to Order

The Vice Chairman, Garry Christie, called the meeting to order at 6:00 p.m.

He indicated that there were 13 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

18-05 It was moved by D. Rowlands, seconded by T. James that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

18-06 It was moved by J. Tubbs, seconded by H. Hatt that the minutes of the February 22, 2018 Regular Board meeting be approved as circulated. CARRIED.

Business Arising from the Previous Meetings

Update: Feasibility of in-house RSC waste pick up:

Staff is reviewing the feasibility of the RSC managing the collection of solid waste for all or parts of the region and plan will produce a report outlining the cost and feasibility of doing so, including comparisons to current contractor costs. Work on this project is ongoing and a report will be coming from the Waste Reduction Committee when available.

Update: Capital Borrowing:

Distribute of written notice was given at the February 22nd meeting, with a vote at the April 26, 2018 Commission board meeting.

New Business

Nothing to report.

Committee and Staff Reports:

Ad-Hoc Recycling Review Committee Report

The Committee discussed the Cart RFPs received. RFPs were reviewed for cost effectiveness and product quality. A consensus was taken to accept the offer from Reylon Rehig. A budget for the curbside recycling program was discussed briefly.

The group discussed the draft By-Laws for all areas and will update the Recycling By-Laws to reflect this change. The accepted material and the ongoing plan for an education program for the public were also discussed.

The group briefly discussed commercial recycling vs residential and will take this subject away for further review. At the point the group decided to keep commercial and residential recycling separate for tracking purposes.

The Committee met again to review the current curbside recycling program proposed budget. The Committee discussed in detail and approved all costs except the media video quote. SNBSC will review all options and find a more economical solution to the video advertising. The current allotted funds were discussed and will confirm the availability of these funds for program start-up costs. The committee discussed the current Environmental Trust Fund application and it is expected that the decision on this ETF fund will not be made until June 2018.

The committee discussed the Village of McAdam's participation in the program.

18-07 It was moved by A. Townes seconded by J. Tubbs that motion 18-04 be amended to read that 10,400 cards be purchased from Rehrig Pacific Company for a total cost of \$ 617,660 plus applicable HST. CARRIED.

18-08 It was move by T. James, seconded by W. MacQuarrie to direct staff to attempt to negotiate the HST error amount on the contract. CARRIED.

HR Committee Report

Retirement allowance was discussed, which is well defined in the manual and the consensus was to stick to minimum allowance and apply consistently. A line item must be created in the budget for these retirement allowances and was moved to the Finance & Audit committee for resolution.

Overtime as part of a scheduled work week, ways to reduce or eliminate this to reduce costs and prevent burn out was reviewed.

The committee is embarking on a review process for wages and compensation to ensure we are within reasonable range that is comparable

to other RSCs and similar institutions for all positions, to be completed by the end of September.

Performance reviews will be done with all people whose jobs were affected by the Six Sigma study, with their compensation to be reviewed in light of their newly adjusted positions.

PMC Committee Report

SNBSC has an opportunity to work with Eastern Charlotte Waterways (ECW) on a cooperative and regional planning project that would only cost the RSC in-kind staff time. It would be a regional climate change adaptation plan that would focus on all the LSDs, Harvey, McAdam, and Campobello; linking into the 2016 climate adaptation plan that exists for the other Charlotte County municipalities. The plan would give direction on actions to prepare for climate change and identify future vulnerabilities in local infrastructure. A resolution from SNBSC is required for ECW and this plan to be eligible for Federation of Canadian Municipalities funding.

18-09 It was moved by D. Blair, seconded by A. Townes that the Southwest New Brunswick Service Commission will develop a Regional Climate Change Adaptation Plan in partnership with Eastern Charlotte Waterways Inc. that will identify specific tasks, who will accomplish them and when they will be implemented, estimated costs, and an implementation and monitoring strategy. Be it further resolved that the Southwest New Brunswick Service Commission will commit in-kind contributions of staff and member time valued at \$20,000 toward the costs of this initiative. **CARRIED.**

ONB Update

1. ONB Connects

- ONB Connects is a simple formalized networking process that matches Connectors with job ready Connectees to help build a professional network and connect to the local labour market;
- Connectors are local business people, civil servants, young professionals, and community leaders;
- Connectees are job ready newcomers & local and International graduates;
- Tara will bring more information to the Board about this program.

2. NB Multicultural Council - Demographic and Labour Market Realities: Awareness and Engagement Tour

- There is an education and awareness tour being planned for the province with 15 stops in different communities regarding the demographic realities facing New Brunswick;
 - The objective is to raise public awareness of the significant challenges associated with population decline and labour market realities;
 - The meetings will feature the economist, David Campbell;
 - May 16, 2018 St. Stephen – Garcelon Civic Center 6 – 9 pm;
 - May 17, 2018 St. George – Magaguadavic Center 6 – 9 pm;
 - Further promotional material is being developed with more details and will be available for distribution soon.
3. Tara has continued outreach to regional municipalities and community groups with 9 projects currently in various stages of development.

Regular Financial Report

A copy of the February 2018 Statement was projected on the screen as well as included in the Board Member packages.

Executive Directors Report

- The new website is under construction with most design and programming having been completed. We are creating a new sitemap structure and gathering existing content.
- The new @rsc10.org email accounts are in use, however there are still several to set up. There have been no issues with the new system.

Report on Collaborative Activity

Recreation Planning Committee Report

The recreation committee met on February 27 to discuss the soon-to-be-complete Coastal Link Trail feasibility study and the Regional Recreation Master Plan.

The recreation committee met again to discuss the Coastal Link Trail feasibility study and the Regional Recreation Master Plan.

18-10 It was moved by D. Rowlands, seconded by D. Naish that a special meeting of the Southwest New Brunswick Service Commission Board on Thursday April 19th at 6:00 pm at Hemlock

**Knoll to hear a presentation from Stantec Consulting and discuss the proposed Regional Recreation Masterplan and its policies.
CARRIED.**

Date, Time and Location of Next Board Meeting:

A special meeting on Thursday April 19th at 6:00 pm at Hemlock Knoll to hear a presentation from Stantec Consulting and discuss the proposed Regional Recreation Masterplan and its policies.

The Regular Board Meeting will be Thursday, April 26th 4:30PM - 5:30pm with the Annual General Meeting @ 6:00pm - 8:00pm at the Halstead / QM Construction / LK Toombs Conference Room, Garcelon Centre, St Stephen.

Question & Answer Period with Public in Attendance

Adjournment

It was moved by D. Blair that the meeting adjourn (at 7:26 p.m.)