

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING**

**Conference Room, Lawrence Station, NB
June 26, 2018, 6:00 p.m.**

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Joyce Wright, LSD Denis Weston - Chairperson
Garry Christie, LSD St. Patrick - Vice Chair
Terry James, Village of Blacks Harbour
Dennis Blair, LSD McAdam / St. Croix
Winston Gamblin, Village of Harvey
Doug Naish, Town of St. Andrews
Carla Brown, LSD St. David
Annette Townes, LSD St. James
Wade Greenlaw, LSD Dufferin
Allan MacEachern, Town of St. Stephen

CONFERENCE CALL: Heather Hatt, LSD Fundy Bay

MEMBERS OF THE PUBLIC:

No members of the public were present.

STAFF

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

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:03 p.m.

She indicated that there were 10 members in attendance one via 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.

Presentation - Recreation Plan Implementer - Nick Cameron

Nick Cameron of Fundy Region Service Commission gave an informative presentation on the work being done in the Fundy Region. He referenced a three-year implementation plan for recreational services, including cost sharing and service agreements. He noted his position is a communications / recreation plan implementer rather than a recreation director.

Adoption of Agenda

18-27 It was moved by W. Greenlaw, seconded by A. Townes that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

18-28 It was moved G. Christie, seconded by C. Brown that the minutes of the May 24, 2018 meeting be accepted as presented. CARRIED.

Business Arising from Previous Meetings

Recycling Update: T. Dickerson gave an overview of the progress of the cart program. The community bin removal date has changed and bins will be removed starting August 31st. We have removed any broken bins and ensured that each community has safe bins and we will continue pickups as scheduled. School bins will be removed this week as schools are now closed. Both Seed Students are now working and planning community events in each municipality. We have been to the markets and some community groups and will continue with this throughout the summer. If you have any events you would like us to take part in, please let me know as we are booking up quickly.

Graphic designs for magnets, calendars and any other print work is complete and have been sent to printers.

Re-usable bags for our welcome package have been complete and are travelling to Montreal to be prepared for delivery to us mid-July, once they arrive, print work, calendars and magnets will be stuffed into the bags and attached to the blue carts for delivery.

Recollect, mobile app and web app creation is complete, all app accounts have been created. This will be released to the Public once the cart delivery begins.

We have joined with CHCO TV for a recycling campaign. The concept and campaign will show a variety of citizens of Southwest New Brunswick participating in the program while sharing their knowledge of the benefits.

They are producing a three minute video and two 30 second clips which will be property of the Service Commission. With the production of the videos, they are broadcasting the campaign on their station five times per day for a 12 month period during prime viewing times such as TV bingo and the local news program. This campaign is a #Thinkinsidethecart social media strategy and they will assist in sharing and promoting the social media campaign and mobile app online, as well as a featured segment on their news magazine show "Southwest Magazine"

CHCO TV is treating us as a sponsor and we will receive additional sponsorship acknowledgments throughout their daily broadcasts at no additional cost. Currently they are running our removal date poster hourly. Next steps will be to continue community information sessions, complete the website with the "request a cart" link and be prepared for the delivery phase of the project.

New Business

None to report.

Committee & Staff Reports

PMC Report

Summary of Committee Activities

- Grand Manan Council has voted to have SNBSC do their rural planning, building inspections, and unsightly premises enforcement.
- SNBSC will hire a half-time building inspector/enforcement officer to provide services to Grand Manan and better rural plan enforcement to rest of the region.
- Participating LSDs/municipalities can expect rate reductions in the cost of planning services due of Grand Manan joining.
- PRAC Bylaws need to be amended to accommodate Grand Manan and changes are being recommended to allow participating local governments the option of appointing their own member to the PRAC or having it advertised publicly.
- Eastern Charlotte Waterways and SNBSC were successful in getting a \$90,000 grant from the Federation of Canadian Municipalities to do a regional climate change adaption plan to cover all LSDs and those municipalities without an existing climate plan (McAdam, Campobello, and Harvey).
- Eastern Charlotte Waterways needs SNBSC to write a letter to the Minister of Environment and Local Government to request some pertinent climate change data to help us do our planning.

- SNBSC will be creating a user-friendly guide for the public/SNBSC/municipalities to know how to do more climate change resilient building and development.

18-29 It was moved by D. Blair, seconded by W. Gamblin that the Southwest New Brunswick Service Commission will write a letter to the Minister of Environment and Local Government to request that LiDAR data for the western portion of the region be released to the Eastern Charlotte Waterways Inc. in 2018 so that our region can plan for climate change. CARRIED.

18-30 It was moved by D. Blair, seconded by W. Greenlaw that the Board approve amendments to the Planning Review and Adjustment Committee Bylaws as presented in version 7.3, dated June 2018. CARRIED.

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Human Resources Committee Report

The HR committee met on June 12 to discuss a few items.

With the expansion of services to new areas in the planning department, the HR committee is recommending the hiring of a new half-time employee to perform enforcement and inspection services.

The HR committee is in the process of reviewing all positions for a pay evaluation and will have this review ready for submission to the budget process this fall.

There was a discussion concerning SNBSC staff contacting board members in the case of a conflict at work. It was felt that any enquiries or discussions like this are to be redirected to the executive director for resolution. The only exception is if the complaint or conflict is with or about the executive director, in which case the appropriate board contact would be the chair or HR committee chair. This should be an addition to the HR Policy Manual. They also discussion surrounding the creation of a Recreation Masterplan Implementer position and the hiring of this person. It should be noted that the Province will pay for 75% of this salary, but that does not cover other expenses such as travel or benefits. The actual cost for the RSC will be closer to 50% overall for this position. The salary is estimated to be \$50,000 to \$55,000, and therefore the cost to the RSC would be approximately \$25,000 per year. This can be included in the 2019 budget, however it was felt that the target date for hiring should be September of this year, meaning that

there is an un-budgeted cost of \$6000 to \$7000 for 2018. This, however, could easily come out of the regional & cooperative budget as the portion of salary for Alex Henderson currently allocated to regional & cooperative needs to be adjusted to reflect the work he is doing.

18-30 It was moved by W. Greenlaw, seconded by D. Blair that staff be directed to proceed with the hiring process of a Recreation Masterplan Implementer, with the target start date of September 2018. CARRIED.

Finance & Audit Committee Report

SURVEY EQUIPMENT UPGRADE

The current system is approximately 10 years old and is showing its age with frequent repairs as well as providing limited site coverage for radio range. Presently, Stantec is renting a survey system at a cost of \$15,000 to \$20,000, which will be charged back to the Commission. The cost of the new system components will be approximately \$40,000. The funds would allocated from the capital replacement budget.

18-31 It was moved by W. Gamblin, seconded by G. Christie that the Board accept the recommendation from the Finance and Audit Committee to upgrade survey equipment up to a cost of \$40,000 using funds from the capital budget. CARRIED.

FUEL TANK REPLACEMENT

The on-site fuel and oil tanks are coming to the end of their service life. Staff has been advised by the insurance company to begin replacement. The replacement cost for the gas and diesel tanks is approximately \$25,000, with the funds coming from the operational budget.

18-32 It was moved by W. Gamblin, seconded by W. Greenlaw to table this discussion until the next meeting. In the meantime, staff were advised to get more information so we can better discuss the issue. CARRIED.

RECYCLE BUILDING IMPROVEMENTS

As part of our new recycling system, improvements need to be made the loading dock and shipping area.

Door seals and trailer locks for 2 of the 3 bays - \$15,000

Concrete apron for trailers - approx. \$40,000 plus groundwork which will be done by staff.

18-33 It was moved by W. Gamblin, seconded by G. Christie that the Board accept the recommendation from the Finance and Audit Committee to make safety improvements to the recycling building up to a total cost of \$ 55,000 using funds from the capital budget. CARRIED.

Executive Directors Report

Solid Waste:

Total year-to-date as of end of May:

2018 - 25642 mt

2017 - 23648 mt

2016 - 23062 mt

Planning Division:

Total permits year-to-date as of end of May:

2018 - 41 Building, 30 Development

2017 - 21 Building, 21 Development

2016 - 25 Building, 19 Development

Internal Items:

- The new Junior Tech has started work and is currently being on-boarded, all reports have him doing well so far.
- We now have four summer students; two working with the new recycling program rollout and two on-site. All these positions were funded by various programs.
- We are installing a new VoIP phone system in the planning department this month. This new system will be about half the monthly cost of the current Aliant system and give us far more features which will be helpful, including an auto-attendant. We may consider the same system for Hemlock Knoll once we see how it works at Planning.
- As mentioned in the PMC report, Grand Manan have voted to obtain planning & inspection services from the RSC. To facilitate this, we are in the process of setting up video conferencing in the new planning boardroom. We hope to use this type of technology for other consultations in the future to assist with travelling.
- Although the offer was there, Saint John did not require the use of any of our resources for flood cleanup.
- The leachate expansion project is in progress and on schedule, albeit at an early stage.
- There was a small fire on the landfill on June 21 to which Lawrence Station and Rollingdam fire Departments responded. The fire was small in nature and extinguished quickly. The cause was undetermined. All staff responded quickly and professionally and dealt with the fire appropriately.

Staff were directed to draft a Press Release informing the public of the dangers of disposing of household hazardous waste in with regular waste.

Recreation Planning Committee Report

The Recreation Committee met on June 5th in Back Bay and the following took place:

- Bill Campbell and Al Craig of the Eastern Charlotte Regional Recreation Association Inc. made a presentation on their proposed facility, work, and the consultation/research that they have done to date.
- Alex Henderson presented a draft RFP for review & comment for a consultant to do the feasibility study on the proposed Eastern Charlotte facility.
- A discussion on the importance of the regional recreation masterplan implementer and how this position could potentially be funded – also a recommendation that the position be reviewed and potentially recommended to the Board by the HR Committee.
- Darren Turner updated the Recreation Committee on their next steps with incorporation and the Committee advised Darren on possible immediate-term projects for the \$1 million in capital funding for the Coastal Link Trail.

Date, Time and Location of Next Board Meeting:

18-34 It was moved by G. Christie, seconded by C. Brown that the next Regular Board Meeting will be Thursday, August 23, 2018 @ 6:00 pm in the Conference Room, Administration Building, Hemlock Knoll, Lawrence Station. CARRIED.

There will be a barbeque and site tour beginning at 4:00 pm beforehand. All Members and Alternates are encouraged to attend.

Question & Answer Period with Public in Attendance

Adjournment

It was moved by D. Blair that the meeting adjourn (at 7:54 p.m.)