

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING**

**Conference Room, Lawrence Station, NB
August 23, 2018, 6:00 p.m.**

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Joyce Wright, LSD Denis Weston - Chairperson
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
Jim Tubbs - LSD Dumbarton
Taylor Gallant - Village of McAdam
Wayne McQuarrie - LSD Pennfield

MEMBERS OF THE PUBLIC:

One member of the public was present.
Tara Devlin Huys- ONB

STAFF

Hollis Bartlett - Executive Director
Claudette MacLean - Corporate Manager
Michael Young - Operations Manager
Trisha Dickerson - Waste Reduction Coordinator
Mark Porter - Financial Officer

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:05 p.m.

She indicated that there were 12 members in attendance and thus quorum was declared.

Conflict of Interest Declarations

Our chairperson, Joyce Wright is officially running for the office of MLA in the upcoming provincial election. The writ has officially been dropped as of today. Although there is no legislation that would prevent her from continuing her duties as chairperson during the election, it is customary for elected municipal representatives to recuse themselves from doing so while running for office. The Service Commission is not a municipality, but does fall under some municipal rules and is governed by locally elected representatives. Therefore, while not required by law to do so, she has asked that we take a vote by secret ballot as to whether or not to recuse herself from this position for the duration of the election.

Please indicate Yes or No by secret ballot to the question:
"Should Joyce Wright continue to act as chairperson of the Southwest New Brunswick Service Commission during this election period?"
Yes meaning she should continue as normal.
No meaning she should recuse herself for the duration of the election.

Secret ballot revealed YES, she should continue as normal.

Adoption of Agenda

18-35 It was moved by W. Gamblin, seconded by T. James that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

18-36 It was moved A. Townes, seconded by D. Naish that the minutes of the June 26, 2018 meeting be accepted as presented. CARRIED.

ONB Update

Tara Devlin-Hues made a couple of points including:

- Community Asset Map - work in progress.
- St. Stephen Middle School Auditorium - worked on a project with the school about refurbishment of the auditorium that successfully received funding through the Provincial Government.
- Regional Population Growth Strategy - discussion with government partners about a project to look at the development of a population growth strategy.

Business Arising from Previous Meetings

Recycling Update:

- At this point approximately 8200 carts have been delivered and have about 540 requests from residences that were missed.

- The SEED students have been great this year and will be done as of August 31, 2018.
- The website and mobile app are up and running and receiving great traffic, with overall good feedback. Since the mobile app was released on July 24, there have been steady downloads with almost 700 user sessions. The website is averaging around 180 daily views and our social media follows are growing. Our Facebook like and share give away reach over 13,000 people.
- We will be having launch events in each municipalities to get the excitement rolling for pick up starting in September. Emails have been sent out asking for assistance in setting up a location and we will be providing cake, staff, extra handout information.
- CHCO TV is working on completing their 3-minute commercial which will premiere at the event launch parties in the communities, then released on the website, Facebook and CHCO TV station to run for the next 12 months.
- We just signed on with 98.1 to do a six-month radio campaign, as weekly reminders of their pick-up days and weeks. They will be running ads throughout the day Monday thru Friday.

Recreation Update:

- Met with Eastern Charlotte Regional Recreation Association (ECCRA) members and Department of Tourism, Heritage, & Culture representative to finalize details on feasibility study RFP.
- Work plan for Implementation Manager Position negotiated with Department of Tourism, Heritage, & Culture; the funding for position is now approved and available.
- Implementation Manager will mostly be focused on executing the Coastal Link Trail project milestones in the 1st year; will also assist ECCRA with facility consultation process.
- The position for Implementation Manager has been advertised and is now closed. We have short listed to four candidates with interviews starting next week.
- The Coastal Link Trail group is now fully incorporated as a non-profit with bylaws and a list of projects to get started on before the March 31st deadline to spend the \$1 million.
- The recreation committee itself has not met. Although it was an ad-hoc committee, there was no end defined when it was formed, however it has fulfilled a mandate of creating the Recreation Master Plan for the region and has brought us to the point of hiring the implementation manager. It would be safe at this point to dissolve the committee if the board wishes to do so, with the recommendation that an oversight committee be formed after the new Implementation Manager is hired.

18-37 It was moved by T. James, seconded by W. Greenlaw to dissolve the Ad Hoc Recreation Committee. CARRIED.

Waste Collection Update:

Hollis met with Darren McCabe regarding the RSC handling waste collection as an option for part or all of the region. What is unclear is how much we are charged compared to the rest of the Province, and to that end Darren was going to look into the cost per household in other regions.

We have looked at the current contracts in the LSDs to see what we're up against. To give some examples, the annual collection costs for:

Dumbarton, St Croix, Chamcook, Bayside and St Patrick LSDs = \$141,634.00

Dufferin, Western Charlotte, Dennis Weston, St Stephen = \$109,877.00

Beaver Harbour, Lepreau, Pennfield, Fundy Bay, Bonny River and St George = \$186,013.00

The above contracts represent separate trucks/crews, although some municipalities are combined with these - for example, Beaver Harbour gets combined with Blacks Harbour & St George, which are separate contracts. What this means is that to make it work, we'd need to have municipal contracts in the same area to make it feasible.

These haulers also collect ICI to make the whole operation profitable and benefit from economy of scale. It's becoming clear that there does need to be additional activities in order to sustain or profit from waste collection as it's not a high margin business.

However, I will follow up with the LSM to see if we can get a good analysis of cost per household. It's entirely possible that we are in line with the costs elsewhere.

Land Swap Update:

We have sent in the application and since have had conversations with the project manager, Lesley Wilbur about the land exchange. She provided the map of the Conservation buffer zone that was established in 2002 after a request to this Department from the South West Solid Waste Commission. The buffer zone is approximately 350 ha in size and was established to protect the water quality monitoring sites located on your property and on Crown. As you can see from this map there are large areas of Conservation Forest in this buffer.

RBC Line of Credit Update:

Included with Finance & Audit Committee Report.

New Business

None to report.

Committee & Staff Reports

Human Resources Committee Report

The HR committee met on August to discuss a few items. The committee went over a six month performance review with Hollis Bartlett, which was favourable.

The executive director was asked to set up media training, which has been scheduled for August 30 with Margaret Leahey Bailey and will include all senior management staff as well as the board chair.

As a result of previous discussions surrounding the review of all positions for pay evaluations, it was decided to look for an outside consultant to provide a professional and objective result. Three quotes were subsequently obtained, including an HR company we already deal and two other Maritime based consultants. The quotes came in at \$9,500, \$14,000 and \$21,000, noting that the higher end included on site work and the formation of a committee. The HR committee reviewed the quotes, noting that the lowest cost quote also stated the use of the Hay evaluation system which is an industry standard, as well as market comparisons.

18-38 It was moved by W. Greenlaw, seconded by A. MacEachern that the Executive Director is to proceed with obtaining a contractual agreement with HR Downloads to provide a market study, subsequent evaluations and establish pay bands for all the RSC employee classifications as stated in their quote for \$9500. CARRIED.

Hollis recuse himself from the following proceeding

**Under the SNBSC Bylaws, 2.9.1.1 Appointment and Dismissal:
The Executive Director shall be appointed for an indefinite term by the
Board of Directors of the Southwest New Brunswick Service
Commission through an affirmative vote of at least two-thirds of all
Members of the
Board, those Members representing two-thirds of the current
population base of the region.**

18-39 It was moved by W. Greenlaw, seconded by D. Blair that Hollis Bartlett be appointed Executive Director of the Southwest New Brunswick Service Commission retroactive to January 8, 2018. CARRIED.

Technical Advisory Committee Report

At the previous meeting of the TAC, Stan Choptiany led a discussion on the passing of Peter Fenety. Peter Fenety was a member of the TAC Committee

as well as a long-term member of the SWSWC Technical Committee and Chairmen of the SWSWC. Peter was also the former Chair of the NB Solid Waste Association. Peter dedicated a major portion of his time to both the Solid Waste and the Service Commission over the past 25 plus years. He and his vast experience in the waste industry will be sorely missed.

The Committee took a site tour to see the progress of the new construction as well as the in-house construction of cell 11 and new filter.

Paul McKnight-Whitford of Stantec presented and update of the current contract and how this project is progressing. Paul reported that the contractor is slightly behind in their schedule by approximately a month. The contractor has allocated more resources to the project and should be able to complete the project within this construction season. Some variances in quantities were outlined due mainly to unexpected soil conditions and unearthing of number of large boulders.

Paul also presented the next phase of the project, the leachate pumps and associated hardware. This portion of the project will not require a separate tender and can be included with the current contract as a change order. This is advantageous due to the tight timeline for supply of the hardware and possible savings due to the contractors familiarly with the project. A price for this work will be submitted by the contractor and negotiated by Stantec to obtain the best possible price from the contractor for the Commission.

Mike gave a short site update on general landfill operations. Cell 10 is now active and accepting waste. In house construction of Cell 11 is proceeding as well as work on the on the new sand filter. Mike also discussed the concept for the upgrade of the public drop off area.

The Committee discussed the landfill compactor replacement planned for 2019. The discussion centered on the pros and cons of a new unit vs rebuilding our oldest Caterpillar unit. After a lengthy discussion, it was determined that from preliminary costing provided by Toromont Cat, rebuilding our 826G may provide up to a 30% savings. The rebuilding of the 2004 Cat 826G Landfill compactor should provide the best value for the compactor replacement planned in 2019. Subject to the final quote remaining cost effective.

18-40 It was moved by W. Gamblin, seconded by A. Townes to accept the engineer's cost review and recommendation for a contract change order to provide pumps and associated equipment up to a budget limit of \$350,000. This change order will allow the current contractor to proceed with the purchase and installation under the current contract, provided the negotiated price is suitable. CARRIED.

18-41 It was moved by W. Gamblin, seconded by J. Tubbs to recommend the Finance and Audit Committee to adjust the current capital plan to reflect the rebuilding of the Commission's 2004 Cat

826G in lieu of the planned purchase of a new landfill compactor in 2019. Subject to the final quote remaining cost effective. CARRIED.

Finance & Audit Committee Report

The purchase of a truck for building inspectors makes financial sense. It also serves the goal of elevating our image and professionalism. We will be branding the truck with vinyl decals for visibility.

New vehicle estimates:

Preliminary enquiries place a new half-ton cost at around \$26,000, give or take a couple of thousand. We benefit from fleet discounts, and leftover 2018 models are discounted on top of this. We would be in search of a base model two wheel drive. There is a possible need for carrying ladders to final inspections, hence the need of a truck. The vehicle would also be on various job sites where rough terrain would make a truck appropriate. It is also possible that the truck would be used for other purposes such as transporting packages between sites and other business.

Vehicle use:

We will still have to pay out mileage; while the policy would be for the truck to be used for inspection & enforcement as much as possible, there will still be a need for inspectors to use their own vehicles when the truck is already in use.

18-42 It was moved by W. Gamblin, seconded by W. Greenlaw that the Board accept the recommendation from the F&A Committee to purchase a half ton truck to be used by the building inspectors in the Planning Division. CARRIED.

A discussion regarding a "Vehicle Policy" led by A. MacEachern incurred. It was decided staff will draw up a policy to be implemented.

RBC Line of Credit Update:

A Borrowing Resolution signed by the Board of Directors stating amounts and who is authorized to borrow (etc.) on behalf of the organization has been requested from RBC.

It should reference on the document that a board meeting was held and that the motion was passed and carried to borrow from RBC.

It should state what the additional funds are being used for and how it is being repaid (Gas Tax Fund)

18-43 It was moved by W. Gamblin, seconded by J. Tubbs that the Board accept the recommendation from the F&A Committee to increase the operation line of credit from \$ 500,000 to \$ 2,500,000 to be used as intern financing for the leachate treatment system upgrade project. These funds will be repaid using the \$ 4,500,000 gas tax grant awarded to the Commission in 2017. CARRIED.

Financial Report

M. Porter gave a summary of the July 2018 Financial Statements.

Executive Directors Report

Solid Waste:

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

2018 - 35153 mt

2017 - 33144 mt

2016 - 33425 mt

Planning Division:

Total permits year-to-date:

2018 - 108 Building, 87 Development*

2017 - 48 Building, 38 Development

2016 - 38 Building, 39 Development

*Note that 2018 totals now include St Andrews and Grand Manan since we started administering permit for those municipalities.

Internal Items:

- We have hired a new level 1 building inspector on a part time basis who is also acting as an enforcement officer, bringing our total number of inspectors to 3 spanning all levels of certification.
- We are currently in the process of hiring a Recreation Plan Implementer. There was a good number of quality applicants and we will be conducting interviews over the next couple of weeks. We will still be on track to have a new person in place in September.
- St George has elected to retain the RSC for planning, development and inspection services with the contract ready to be signed for September commencement, bringing the number of municipalities we serve in this capacity to 3.
- We have installed the new VoIP phone system at the planning office, and with the exception of few minor bugs that were taken care of it is working well at a far reduced cost. We are currently evaluating the same system for use at Hemlock Knoll. If it becomes feasible, the cost savings will be in the order of several thousand dollars annually, with more features and better connectivity.
- The Coastal Link Trail project is now progressing under its own governance; they have incorporated. The advisory committee met in early August to discuss funding from the provincial government, which the RSC will facilitate if need be in a similar fashion to the Transit Authority. The Transit Authority Inc now receives funding directly from RDC with no more need for the RSC to act as intermediary. We have returned the unused portion of funding to RDC.
- The leachate expansion project is in progress and still on schedule.
- There was a fire on the landfill on July 11 to which 5 fire departments, Lawrence Station, Rollingdam, Harvey, Oak Bay and Moore's Mills

responded. The fire was discovered by staff first thing in the morning, cause was undetermined but could have been lightning. All staff responded quickly and professionally and dealt with the fire appropriately, there was no loss of equipment and no injuries. The landfill was closed for a large part of the day.

- Some upcoming events include a discussion & demonstration of the online system for ARC/GIS, media training for senior staff and board chair, and the UMNb conference at the end of September. There is a planning directors meeting in September and the executive directors meeting the first part of October.

Date, Time and Location of Next Board Meeting:

The next Regular Board Meeting will be Thursday, September 27, 2018 @ 6:00 pm in the Conference Room, Administration Building, Hemlock Knoll, Lawrence Station, NB.

Question & Answer Period with Public in Attendance

D. Blair asked that the Board be notified of any sizeable fires which happen on site. H. Bartlett will send an email to all members in the future.

Kathy Bockus informed the Board that she is no longer employed by The St. Croix Courier, and is now going freelance with for CBC and the Telegraph Journal.

T. James informed of a change in the Fire Fighters Compensation Act asking for four new coverages. This cost would come out of the fire budget for LSD's and Municipalities.

T. James also voiced her concern about the recent changes made at The St. Croix Courier and the lack of new coverage in Southwest NB.

Adjournment

It was moved by D. Blair that the meeting adjourn (at 7:49 p.m.)