

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING
Conference Room, Lawrence Station, NB
September 27, 2018, 6:00 p.m.

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Joyce Wright - LSD Denis Weston
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
Ken Stannix - Village of McAdam
Heather Hatt - LSD Fundy Bay
Crystal Cook - Town of St. George

MEMBERS OF THE PUBLIC:

Six members of the public was present.

STAFF

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

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:00 p.m. She indicated that there were 13 members in attendance 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

18-44 It was moved T. James, seconded by A. MacEachern that the agenda be approved as circulated. CARRIED.

Adoption of Minutes

18-45 It was moved A. Townes, seconded by H. Hatt that the minutes of the August 23, 2018 meeting be accepted as presented. CARRIED.

Coastal Link Trail Update

Darren Turner gave an update on the Coastal Trail project. He is requesting feedback, participation and corporation from all Municipalities and LSD's.

ONB Update

Tara Devlin-Hues was not available to attend.

Business Arising from Previous Meetings

Recycling Update

At this point we have successfully delivered 9670 carts. We are still seeing some requests come through the website but it is tapering down. We expect to be continuing these one offs for this week and may see a monthly delivery to keep caught up on any growth in the communities. We are getting quite a few calls in reference to business recycling to which we are letting them know that they can certainly bring any recycling directly to us or speak to their private contractor in regards to recycling pick up.

First picks up began and we have picked up most communities, this week is Harvey/Manor Sutton/ Harvey LSD and McAdam so I do not have the complete data for these areas as of yet.

I do have complete numbers for 4 of our communities but so far, they all seem to be fairly comparable.

When we look at the data from recycling tonnage vs same time last year waste tonnage, there is a large difference. However, the proof is in the week after recycling, have the communities saved overall when the waste is doubled up.? So far, we have seen an increase to week after waste but it is certainly not doubled, so we are seeing some savings in recycling.

Here is data we have so far

Column1	Recycling Tonnage Sept 2018	Waste Same week 2017	Savings Recycling Week	Extra Waste After Recycling Week	Extra Paid week after based on 2017	Total Estimated Saving in September 2018
St. Stephen (T)	6.04	25.52	\$2,347.84	15	\$1,380.00	\$967.84
St. Andrews (T)	4.27	18.46	\$1,698.32	4.37	\$402.04	\$1,296.28
Campobello	0.29	14.63	\$1,345.96	5.83	\$536.36	\$809.60
LSD Southern Sanitation (green)	13.99	70.95	\$6,527.40	32.27	\$2,968.84	\$3,558.56
LSD FERO	11.26	37.79	\$3,476.68	TBD		TBD
St. George	2.82	9.25	\$851.00	TBD		TBD
LSD York	3.92	6.55	\$602.60	TBD		TBD

Another area of calls we are receiving is in regards to private roads, where the carts were dropped directly at the civic addresses, the resident were confused with pick up, they assume pick up will be at their driveway. We have been informing residents that the recycling is picked up in the same fashion and location as normal waste pick up. However, this is caused issues with the length of some of these private roads and the physical impossibility of potentially putting up to 20 carts at the end of one little lane each month. Some of these roads do house permanent residents, but even seasonal residents feel the impact of this program. We have offered carts to seasonal properties as long as they fit the criteria of receiving normal waste pick up.

The residents are feeling like they are losing options. They feel they can't participate in recycling due to the carts not being picked up at their homes but they are still losing one week of garbage pickup. This has been causing some confusion as to who would answer these questions. At this point I have been letting the residents know that we do not handle the pick-up of recycling or waste and that any questions in regards to that process would need to be directed to their local service district representative. I am hoping open this discussion to the board for clarification and to ensure that we are proving a unified answer to our residents.

Recreation Update

- The position for Implementation Manager has been filled. Tanya Herrington will be starting October 9, 2018.
- Greg Evans from Tourism, Heritage and Culture is reviewing the current funding arrangement with the Blacks Harbour Arena, and will notify the Board with any updates.
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18-46 It was moved by A. MacEachern, seconded by T. James that Blacks Harbour facility be added into the feasibility study and to be included in the RFP. CARRIED.

New Business

New Oversight Committee

During the Executive Committee meeting this month, an idea was brought forward to form a standing oversight committee for regional and collaborative project management.

What this committee could accomplish:

- Act as a replacement for the ad hoc recreation committee
- Provide oversight for the Recreation Masterplan Implementer
- Be a mechanism for other initiatives outside of recreation to be brought to the Board of Directors; act as a catch-all for new items and motions to be brought forth
- Form Ad Hoc sub committees as needed for specific projects with defined purposes and end dates or end goals
- Focuses on regional initiatives that don't fall under solid waste, planning, development or inspection services and provides a mechanism for the Board to undertake new goals without the need for too many committees.

18-47 It was moved by T. James, seconded by H. Hatt that the Southwest New Brunswick Service Commission create a new standing committee, called the Regional and Collaborative Oversight Committee, that would provide oversight regional and collaborative initiatives, and recommend the formation of ad hoc committees as needed for specific goals. CARRIED with one NAY vote.

Committee & Staff Reports

Financial Report/Draft Budget Presentation

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

The Finance & Audit Committee met to discuss and review, in length, the 2019 Draft Budget. Also discussed was the 10-year Capital Replacement Plan as well as the current tip fee structure, with proposed changes.

A copy of the budget was e-mailed out with the meeting packages for all members to review.

18-48 It was moved by W. Greenlaw, seconded by D. Naish that the Board accept the draft 2019 budget, as presented, with the 45 day review period beginning, thereby allowing for a vote on it at the November Board meeting.

Community Policing Committee Report

The Community Policing Committee met on September 13, 2018. The CPC elections did not take place at the September meeting as only seven of the required nine regions were represented. The elections are now set to take place on November 8, 2018. The CPC will send out a reminder prior to the meeting to stress the importance of participation in the election. The previous CPC communication channels were discussed and a new subcommittee was approved to discuss new avenues for CPC communications including social media, freelance print work and student participation. The CPC has requested a motion to be brought to the board to request additional funding annually to assist in the cost for speed sign transportation. After further discussion, it was noted that the 2019 Budget included adequate funding. Next meeting to take place November 8, 2018 at 6pm.

Planning Management Committee Report

- Three plans/zoning bylaws are in the works: St. Andrews, Grand Manan, & Dufferin LSD
- New hires at Planning respond to growth in municipal demand & new services (enforcement, recreation planning/cost-sharing)
- Despite increase in overall planning budget, tax assessment rate for LSDs down 10% from 2017 (0.0346 per \$100 in 2017; 0.0314 per \$100 in 2019).

- Due to Grand Manan & St. George, the 2019 assessment rate has a 6% reduction for St. Andrews and LSDs over the 2018 rate - demonstrates the economy of scale
- Planning is an example of how regionalization can provide cost-efficient, professional services
- ECW begins regional climate change plan research for Harvey, McAdam, Campobello, & LSDs
- Ver. 7.4 PRAC bylaws: new per diem category, islander policy, municipal/LSD member ratio

18-49 It was moved by D. Blair, seconded by W. Greenlaw that the Board appoint Wayne Sturgeon, of the Village of Grand Manan, to the Planning Review and Adjustment Committee. **CARRIED.**

18-50 It was moved by D. Blair, seconded by D. Naish that the Board appoint Jason Gaudet, of the Town of St. George, to the Planning Management Committee.

18-51 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 7.4, dated September 2018.

Executive Directors Report

Solid Waste:

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

2018 - 40,482 mt

2017 - 38,790 mt

2016 - 38,346 mt

Planning Division:

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

2018 - 113 Building, 55 Development

2017 - 51 Building, 46 Development

2016 - 51 Building, 54 Development

Internal Items:

- We have hired a Recreation Plan Implementer who will start on October 9. We have also hired a part time administration assistant that works from the Planning office due to increased workload. We have gone through workload assessments for Planning and do not anticipate the need for any new hires in the foreseeable future.
- The Chair, senior staff and myself completed media training with Margaret Leahey here at Hemlock Knoll. She brought a professional camera person and we recorded and reviewed on camera news interviews as part of the training.
- The HR committee received 3 quotes for doing a compensation review. By selecting an outside independent contractor we can be confident that we are within industry standards. The company selected was the one we deal with normally for other HR matters, and were selected not only because of pricing (although they were the lowest bid), but because they use an industry standard as well as market research. That review is expected to be completed in November.
- St George is currently being on boarded as the third municipality in our region to engage the RSC for planning and building inspection services. The results of adding these municipalities is reflected in the 2019 budget as reducing the tax rate for planning services overall.
- We are evaluating a new IT service provider due to some deficiencies in our current one. The new provider should be able to take us to the next, necessary level for security and functionality, specifically the possible addition of Sharepoint, a part of Office 365 which will give us much better documentation storage and security across the organization. The new VoIP phone system is getting the bugs worked out and has made the expansion of Planning much easier.
- The tender for a new truck for building inspectors closes as of the date of this report being written.
- The leachate expansion project is in progress, a bit behind schedule at this point. Mike Young has been working closely with our consulting engineers and contractors to bring the project back on track. There have been a few changes in the final design made to bring costs down, mostly to do with pumps and water flow design.
- We are rearranging a few things to accommodate a public access area for all types of waste down by the recycling building. This will enable the general public to have one clearly marked and signed area for everything that isn't regular garbage (which they already have access to by the scale house). This will give us an opportunity to monitor the area and provide assistance if necessary. This will also give us opportunity to monitor the C&D site; if a load is not able to be dumped there due to contamination it goes to the landfill and will be charged accordingly. We will also be restricting access to the landfill itself to commercial trucks only for safety and liability reasons.
- Some upcoming events include the UMN conference at the end of September and an executive director's meeting October 11. There is also a

new group of CAOs in the region who have graciously included me that will meet on a regular basis starting October 2.

Date, Time and Location of Next Board Meeting:

The next Regular Board Meeting will be Thursday, October 25, 2018 @ 6:00 pm in the Conference Room, Administration Building, Hemlock Knoll, Lawrence Station, NB.

Question & Answer Period with Public in Attendance

Adjournment

It was moved by D. Blair that the meeting adjourn (at 7:56 p.m.)