

Southwest New Brunswick Service Commission
BOARD MEETING
Conference Room, Lawrence Station, NB
October 25, 2018, 6:00 p.m.

MINUTES

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
Garry Christie – LSD St. Patrick

Conference Call: Heather Hatt – LSD Fundy Bay

Members of the Public:

Bruce Messer – LSD Manners Sutton
John Castelle – Master Composter Presentation
Tara Devlin Huys – Opportunities New Brunswick

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Manager
Michael Young – Operations Manager
Trisha Dickerson – Waste Reduction Coordinator
Mark Porter – Financial Officer
Tanya Herrington – Recreation Implementation Manager

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.

Conference Call

18-52 It was moved by T. James, seconded by J. Tubbs that H. Hatt be considering in attendance via conference call. CARRIED.

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

18-53 It was moved A. Townes, seconded by D. Naish that the agenda be approved as circulated. CARRIED.

Adoption of Minutes

18-54 It was moved D. Blair, seconded by W. Greenlaw that the minutes of the September 27th, 2018 meeting be accepted as presented. CARRIED.

Guest Presentation – John Castelle

Mr. Castelle gave a brief history on previous composting programs the South West Solid Waste Commission undertook in the past. He informed of some potential partnership suggestions for composter purchasing.

ONB Update

Tara Devlin-Hues gave her report:

Provincial program that helps to build the network of recent graduates and Newcomers with the main objective of leading to employment in NB which will help keep young professionals in New Brunswick. The program has Connectors - local business people, community leaders, civil servants, professionals – meet with Connectees – ready to work recent graduates and Newcomers – that results in the Connector referring the Connectee to 3 other people. The Connectee must then reach out to these 3 people to arrange meetings. From these meetings, each of these people will refer the Connectee to 3 more people. The Connectee's network has the potential to grow exponentially with the goal in finding an employment opportunity through these connections. If anyone on the Board or Staff of the RSC is interested in being a Connector please contact Tara Devlin-Huys.

Business and Community Information Session

Government representatives from Opportunities NB, Atlantic Canada Opportunities Agency, Post-Secondary Education, Training and Labour, Community Business Development Corporation and the Department of Agriculture, Aquaculture and Fisheries held a business and community information session on Grand Manan at the Village Chambers. The session was open to the public and attended by people interested in finding out more information about government programs and services.

Transportation Forum

To provide coordinated accessible, available and affordable transportation within Charlotte County and to services outside of the County.

To identify all transportation service providers offering transport in Charlotte County (asset mapping and inventory development).

To identify “gaps” in service.

To find transportation integration and coalition opportunities.

Part 1: Introduction & Information sharing: short presentation of who is providing what and a description of their criteria for operation (clientele, funding, physical resources etc.) based on the survey/questionnaire sent out previously and information tabulated, commonalities identified, and summaries made. Participants in groups at table

Part 2: Problem solving/gap analysis/ideas. Main Task. What are the key issues that prevents them/agency/service from better serving their clients/public?

Part 3: Move to different group. Real scenarios at the tables. Problem solve the scenario. Report solution. What can we do to make what you do, better? Developing an integrated / coordinated model. Please contact Stan Choptiany, Pat Carlson, and Hollis Bartlett if planning to attend.

Business Arising from Previous Meetings

Regional & Collaborative Oversight Committee

The purpose of this new committee is to act as a replacement for the ad hoc recreation committee, to provide oversight for the Recreation Masterplan Implementer, to 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. Also to form Ad Hoc sub committees as needed for specific projects with defined purposes and end dates or end goals and 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.

18-55 It was moved by T. James, seconded by H. Hatt that the following members form this committee: Heather Hatt, Terry James, Winston Gamblin, Doug Naish, Ken Stannix, Allan MacEachern, and Ex officio Chairperson, Joyce Wright. **CARRIED.**

New Business:

Compost Program

We are excited to spend some time with John tonight and talk about Back yard composting. In addition to having John here tonight, I took the time to speak to our local retailers in regards to composting. In previous years we have sold the composters here at a discount, however, if we choose to take a more public educational path rather than sales, several of our local retailers would like to partner with us to sell composters with a possible local discount. This is in the very early stages of discussion and we would need a full plan in place. We are at the time of year where we are preparing our Annual Environmental Trust fund application and we could look at the educational program for composting being part of that. This would allow us to promote the composter and encourage shopping local and supporting our local businesses at minimal cost to the commission. So far, I have spoken to Kent's, Castle Building supplies, Mayfield Greenhouses. McAdam Home and building center, Boyd Brothers Home Hardware and St. Andrews Home Hardware. All retailers I have spoken to are interested in some sort of partnership to support a backyard composting initiative.

New Ad-hoc Bylaw Review Committee

18-56 It was moved by T. James, seconded by D. Naish that a committee be formed to do an annual review of the Bylaws. CARRIED.

Committee & Staff Reports

Recycling Update

Things for Recycling continue to move forward, we have seen a serious decrease in calls and emails. We are still receiving a few requests for carts online and we are managing these as they come in.

Month two of recycling is going well within increase in tonnage in most areas so far, we are showing around 25% increase across the area.

We are seeing an increase in garbage tonnage the week after recycling again this month, but so far in October it is still not doubled. In September we had an increase of 50% more household waste the week after recycling. So far in October we are seeing on average a 31% increase on household waste the week after recycling. It may be a good idea to talk to our residents about not putting out large items the week after recycling. Maybe some best practice suggestions or courtesy suggestions, it can be a struggle for the haulers to have to handle extra waste week after recycling along with household items like couches and beds. There is another region that does a bulky waste program, much like our white goods program, the only difference is that they take household bulky waste at the same time they take white goods. It may be something we would want to look into. We are going to have a stakeholders meeting in November to review the first few months numbers. Tentatively we are looking at November 15th if that works for everyone.

Nice to see the recycling numbers going up and the household waste numbers after recycling going down. We are still seeing significant projected savings on tip fees in the communities. We discussed at the last board meeting concerns being brought to our attention in regards to private roads, I did some research in this and visited a few of the roads in question. What I am seeing overall is that a good portion of these roads do not have the space to accommodate carts at the end of the lane, most roads have a community dumpster that the residents have built or bought. I am comfortable with speaking to the residents about suggested options, but I do not feel that this is something we will need to pursue further. The residents of the private roads that I have visited or spoke to have made accommodations for their household waste and should have no issues doing the same for recycling.

Recreation Update – Tanya Herrington

For the past couple of weeks, I've been getting acquainted with a number of new contacts and getting up to speed with where things are at.

I attended the Atlantic Outdoor Forum in Moncton. I met a number of contacts that will be helpful with both the Coastal Link Trail and the Recreation Masterplan. I also saw wonderful examples of programs and events that came together by collaboration on a provincial and municipal level.

I met with Eastern Charlotte Regional Recreation Association.

The RFP has been submitted to the province for review to receive funding for assessment. Some changes made to the RFP include an assessment of the Black's Harbour Arena and a look at the operational structure for the proposed new facility.

With the Coastal Link Trail we've been focusing on our next steps, getting things organized, and mainstreaming communication.

We had a community meeting in Lorneville. We gathered the interests and concerns of the community and found there is need to consult the Musquash community and special interest groups further.

I was able to attend a few meetings, including a meeting with Jason Gaudet from the Town of St George. We also had our second meeting with interest groups from St Stephen on the economic potential and how businesses and community members can embrace the culture of being a "Trail Town". They are looking to form a committee to advance efforts.

Financial Report

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

TAC Report

The committee was given a short presentation outlining SNBSC's joint landfill gas well RFP. The successful proposer is a partnership of the engineering firms of EXP and SCS. SNBSC's portion of the cost will be \$30,800 plus tax.

Mike Young gave a site update.

Mike Young presented final pricing received on the Cat landfill compactor rebuild at \$717,160 plus tax. Paul McKnight-Whitford of Stantec presented an update of the Leachate Upgrade Project - Phase 1. Paul discussed the project schedule as well as additional costs incurred under the current contract with Falls Construction.

Rochelle Brown of Stantec presented a revised project cost estimate for the Leachate Upgrade Project. The original engineers estimate for the project was approximately 4.9 million with 4.5 million of those costs covered by the gas tax rebate. The latest estimate for the project is now set at 5.3 for completion in spring of 2020.

Peter Baxter, the Joint Technical Advisor, outlined the RFP results for the landfill gas well field expansion design. This RFP was undertaken as a joint venture between 4 landfills. The successful proposer is a partnership of the engineering firms of EXP and SCS. The SNBSC portion of the cost will be \$30,800.00 plus tax. The total for all 4 landfills will be \$123,237 + applicable taxes. The committee discussed the results and selection criteria. It was agreed by the committee that significant value was gained by the joint venture with the other landfills. Also, the amount of work to be performed attracted high quality applicants.

Mike Young gave a site update. Mike outlined the progress made on the Filter Bed, Cell 11, landfill capping and the public drop off site. Mike also discussed the recycle building dock upgrade as well as a short discussion on recycling and the cart deliveries.

Mike gave an update on the 826G landfill compactor rebuild pricing. The final price from Tormont Cat will be \$717,160. The wheel costs may fluctuate slightly due to steel pricing. The committee discussed the pricing and when the work will commence on the unit. Mike showed a shot time lap video of an 826 being rebuilt.

Paul McKnight-Whitford of Stantec presented an update of the Leachate Upgrade Project - Phase 1. Paul reported that the contractor is behind in their schedule by approximately 8 weeks pushing completion to November 22. Paul presented the costing for the project and outlined the cost increases due to soil conditions and groundwater infiltration. He also outlined a significant change in the cut/fill quantities due to unsuitable excavation material coupled with a tendered quantity error. These costs could be as much as \$250,000 over the original tendered amount.

Rochelle Brown of Stantec presented the overall project cost estimates (attached). This report represents the original engineers' estimates, gas tax grants and final cost estimates. These estimates include cost saving measures due to design changes and work performed by SNBSC staff. The original estimate for the project was approximately 4.9 million with 4.5 million of those costs covered by the gas tax rebate. The latest estimate for the project is set at 5.3 million.

The committee discussed the cost saving measures that have already been taken, as well as other work that could be undertaken by SNBSC staff to further mitigate costs. Discussion was had about the capital fund and steps made to allocate funds for the ponds project.

18-57 It was moved by W. Gamblin, seconded by J. Tubbs that the SNBSC portion of the REQUEST FOR PROPOSAL #2018-Eng 01 DESIGN OF FOUR (4) LANDFILL GAS COLLECTION SYSTEM EXPANSIONS to be completed by the EXP/SCS partnership at a cost of \$30,800.00 plus tax. CARRIED.

18-58 It was moved by W. Gamblin, seconded by A. Townes to accept the Toromont Cat proposal(Q#31-18SWH) to perform a Certified Caterpillar Rebuild on the commission's 826G landfill compactor S/N# AYH00649 for a price of \$717,160.00 plus tax. CARRIED.

Executive Directors Report

Solid Waste:

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

2018 – 45,478 mt

2017 – 44,182 mt

2016 – 43,567 mt

Planning Division:

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

2018 – 130 Building, 70 Development

2017 – 59 Building, 56 Development

2016 – 55 Building, 61 Development

Planning activities:

- Met with the Councils of the Village of Harvey and McAdam to talk about planning services
- Nearing completion of draft for Saint Andrews Municipal Plan background study
- Launched a consultation website www.saintandrews2020.com for Saint Andrews planning
- Starting a (re)drafting process for four Grand Manan's bylaws pertaining to development
- Holding a community meeting on Grand Manan to talk about issues with current bylaws
- Working on a rezoning application to facilitate a development in St. George
- Held community information night in St. George to introduce planning & inspector team
- Initiating process to create rural plan in Dufferin LSD; preliminary consultations at Fall Fair
- Meeting planned with Service NB manager & SNBSC staff to better capture assessment increases
- Regional Climate Change Adaptation Plan underway with Eastern Charlotte Waterways

Planning Enforcement:

- Mailed 22 letters & 5 stop work orders; visited 7 properties with unpermitted construction
- 88% compliance rate (permits applied for) on enforcement files
- Doing pre-emptive enforcement by leaving information with hardware stores in region

Internal Items:

- Attended the UMNb conference for the first day, specifically for the AMANb workshop of "How to stay out of trouble" (Privacy, Right to Information, Conflict of Interest & Code of Ethics) as well as the "How to Handle Disaster" workshop pertaining to crisis events and handling communication
- Had talks with a potential new IT services provider, however it would prove more costly than anticipated so the matter has been dropped for now.
- The Compensation study currently being performed by our HR contractor is going well; it is anticipated to be on schedule or possibly a bit early for completion. Best estimate at the time of writing puts completion mid-November.
- The CAO group including myself have met and plan to continue regular meetings; there is lots of good discussion occurring at that level.
- The new truck is in use for building inspectors. We are tracking all mileage still being claimed; there may be a savings opportunity with an additional vehicle given the nature of the work in the planning office and the expansion of services which now includes recreation. The additional vehicle would not need to be a truck. I expect to have a full report for the next board meeting.
- We are testing a video conferencing system that will help with PRAC, but could also have other uses for board meetings and other committee meetings.
- The executive directors met on October 11 & 12 in Sussex. There were several topics on the agenda:
 - ELG Update:

- Government is currently in ‘caretaker mode’ – same as during election period. House will convene on Oct. 23 for Throne Speech, subsequent vote on Nov. 2.
- ELG staffing changes: Martin Corbett is acting Director of Local Government Services; Jennifer Thompson is acting Manager of Local and Regional Governance branch; Paul Jordan is acting Director of Planning.
- Flood – thanks to all RSCs for work and support of flood relief efforts. ELG is still covering the cost of building permits and WAWA permits for flood-damaged properties until the end of this construction season.
- Update on EMO Ice Storm Report – ELG has given its recommendations to JPS.
 - Discussions arising from roundtable:
 - There is continued frustration with LSD elections – issue was flagged to ELG as they are not yet fully aligned.
 - Discussion around book “13 Ways To Kill Your Community” by Doug Griffiths, former Alberta MLA/Minister/farmer/educator, recommended by Don as a good tool for all RSC board members. Also watched six-minute video synopsis of full presentation.
 - Board member attendance – some RSCs have mayors who never show up/take part in meetings. Noted by ELG.

Election of Officers:

Upon reaching this agenda item, the current Board Chair turned the floor over to Executive Director, Hollis Bartlett, to carry out the election of the Board’s Executive Officers process to fill the position of Vice Chair.

He did so in three steps;

1) He called for nominations for the position of Board Vice chair;

Terry James offered for position of Vice Chairperson. Hollis Bartlett asked for nominations. Hollis Bartlett asked two more times. With no other nominations coming forward, Terry James was declared Vice-Chair elected by acclamation.

2) He called for nominations for nominations for the position of Executive Officer at Large.

Jim Tubbs offered for position of Executive Officer at Large. Hollis Bartlett asked for nominations 3 more times. With no other nominations coming forward, Jim Tubbs was proclaimed Executive Officer elected by acclamation.

With the election completed, he returned the floor to the Chair.

Date, Time and Location of Next Board Meeting:

18-59 It was moved by W. Greenlaw, seconded by A. MacEachern that the next Regular Board Meeting will be Thursday, November 29, 2018 @ 6:00 pm in the Conference Room, Administration Building, Hemlock Knoll, Lawrence Station, NB. CARRIED with three (3) NAY votes.

Question & Answer Period with Public in Attendance

Adjournment

It was moved by D. Blair that the meeting adjourn (at 8:02 p.m.)