

**Southwest New Brunswick Service Commission
Conference Room, Lawrence Station, NB
November 29, 2018, 6:00 p.m.**

**BOARD MEETING
MINUTES**

Board Members

Joyce Wright - LSD Denis Weston
Wade Greenlaw - LSD Dufferin
Jim Tubbs – LSD Dumbarton
Dennis Blair - LSD McAdam / St. Croix
Wayne MacQuarrie – LSD Pennfield
Carla Brown - LSD St. David
Annette Townes - LSD St. James
Jim Stuart – LSD West Isles
Doug Naish - Town of St. Andrews
Allan MacEachern - Town of St. Stephen
Terry James - Village of Blacks Harbour
Winston Gamblin - Village of Harvey
Ken Stannix – Village of McAdam

Conference Call: Heather Hatt – LSD Fundy Bay

Members of the Public:

Bruce Messer – LSD Manners Sutton
Kathy Curtis – LSD Manners Sutton
Sam Walsh – LSD St. Patrick
Daniel Deklava – EMO Coordinator
Darren McCabe – Manager, DELG

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 6:04 p.m. She indicated that there were 14 members in attendance and thus quorum was declared.

Conference Call

18-60 It was moved by A. Townes, 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

18-61 It was moved T. James seconded by W. Greenlaw that the agenda be approved as circulated. CARRIED.

Adoption of Minutes

18-62 It was moved J. Tubbs, seconded by A. Townes that the minutes that the October 25th, 2018 meeting be accepted as presented. CARRIED.

ONB Update

Tara Devlin-Hues was not in attendance. She sent a report for presentation:

ONB Connects -Update

Provincial program that helps to build the network of recent graduates and newcomers with the main of objective leading to employment, which will help keep young professionals in New Brunswick. The program has Connectors - local business people, community leaders, civil servants, and professionals – meet with Connectees – ready to work recent graduates and newcomers, which results in the Connector referring the Connectee to three other people. The Connectee must then reach out to these three people to arrange meetings. From these meetings, each of these people will refer the Connectee to three 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.

Plans are in progress to visit the local NBCC, SSU, and some community groups for meetings about the ONB Connects program planned to take place in January for the recruitment of Connectors and Connectees (students that will be graduating or newcomers).

Essential Skills Atlantic Fisheries – Pilot Project

This project is designed to address the labour market and workforce challenges employer's face in the fisheries sector in Atlantic Canada. A pilot project is planned for the Southwest Region with a cohort of 12 people to receive training to improve their workplace skills. Advertisements will be in local papers over the next few weeks with the goal of starting in the new year.

Community Economic Development Corporation Fund (CEDC Fund)

Community Economic Development Corporations and Associations (CEDC) program is administered jointly by the Financial and Consumer Services Commission (FCNB) and the Department of Finance. A CEDC is an opportunity for New Brunswickers to channel their investment dollars into their local economy. A CEDC is a pool of money raised by selling shares (or other eligible securities) to individuals in a defined community. These funds are controlled by a local group of officers and directors, who may be chosen by the founders and promoters of the CEDC or by the CEDC's investors at an annual general meeting. In order to qualify, the project must have a measureable financial return. A CEDC is not meant to fund projects that do not generate revenue. For example, developing a new children's playground would not be an eligible use of CEDC funds since it does not produce a revenue stream.

Guest Presentation – EMO

New Brunswick Emergency Measures Organization has recently hired an additional 6 Regional Emergency Management Coordinators (REMC), so that each RSC now has one NB EMO Coordinator to Liaison with the region. Duties include 1. maintaining regional situational awareness of emerging or actual incidents/emergency situations, 2. maintain a liaison with Municipalities, Local Service Managers, GNB departments, GSAR Teams and other volunteer groups, NGOs, First Nation Communities, Regional Service Commissions within their Regions, 3. Provide emergency planning and preparedness advice and assist with the design and conduct of training sessions and emergency exercises, 4. Prepare to activate their Regional Emergency Operations Centre (REOC) as necessary to support a municipal or regional response to an emergency event and provide coordination capacity to the members of the convened Regional Emergency Action Committee (REAC) with in their REOC, 5. Prepare and submit Situational reports to the Provincial Emergency Operations Centre when activated, and 6. Be prepared to assist in the coordination of Local activities during the Recovery phase of an emergency. It is the hope of NB EMO, that 1. the capacity for regional training opportunities will increase, 2. Regional situational awareness will improve through efficient communications and 3. REMC internal support during emergency events will be strengthened.

Business Arising from Previous Meetings

Ad-hoc Bylaw Review Committee

The Chair asked for members to offer: Joyce Wright, Jim Tubbs and Annette Townes put their names forward. They will meet in the new year, with only 2-3 meetings anticipated.

Committee & Staff Reports

Recycling Update

Recycling numbers are still showing a slight increase. We have seen a recycling decrease in St. Andrews this month, as expected due to a good portion of seasonal residents leaving for the year and the seasonal contract for pick up ended October 31st.

With the cart deliveries being complete, we have left over supplies. We spoke to our local food pantries and offered our bags to use for Christmas programs. If you know of any other community groups that could use some of bags, please ask them to contact us.

Mario Cyr of Encorp Atlantic come in on November 20th to do a pop bottle audit for direct reimbursement on our refundable recycling, resulted in a bottle deposit refund of \$2048.95 for September and October. Now that we have the audit complete, we will continue to receive a monthly refund for these based on our weight per truck send to Quebec.

We have the stakeholder meeting planned for Tuesday December 4th to discuss tonnage changes we have seen in the last few months. We still see an increase of tonnage on week after recycling for all areas.

The 2019 ETF application has been completed with a request of just over \$ 50,000.00. We chose to do an educational program partnering with local businesses for backyard composting consisting of information sessions, along with calendars, flyers, travelling booth which went very well last year and two students to work with this program for the summer. In additional we requested financing to purchase our own food waste reduction products. The Green Cone – a waste food digester made to help reduce the amount of household food waste with very little effort. This is the same product that Miramichi sells and they have had great success with their residents. We requested the purchase of 100 of these cones, and are working with a Canadian company. If local retailers would like to carry this product as well, we can all work

together to get a lower price. At this point for 100 we would be purchasing them at about \$100 each, and by using ETF money we would be giving these away as promotional products. However, the more we order the lower the cost, if we work with local retailers and get an order of possibly 500, which would drop the cost to around \$ 60 each. We will still be holding info sessions and a travelling information booth, talking about not just this product, but backyard composters you can purchase, make and best practices to reduce household waste in general. We really felt this was a good partnership with local business and a good combination of a new idea and what we have done in previous years.

Recreation Update – Tanya Herrington

Coastal Link Trail

- Attended a couple of events in Maine (“Trails Connecting Maine” and “Downeast Acadian Tourism”) that resulted in great contacts. There’s lots of excitement around the trail and potential for cross promotion. I already spoke to a couple of organizations about a potential event, and organizing a Maine Cycling Group to come up.
- Purchased domains and created a centralized system through Google Suites. The system provides a platform to share documents in a secure manner.
- Completed the first draft of the RFP for Wayfinding and Signage. This study will provide the foundation for marketing and promoting the trail.
- The Letter of Offer for the \$1 Million was received and is being reviewed. The agreement will be between the province and the Service Commission. The Service Commission will have an agreement with the Coastal Link Trail.
- We’ve had a few more stakeholder meetings with St. Stephen and St. Andrews to determine the priorities for the main spine going through the community.
- There’s a potential partnership with the Huntsman Marine Science Centre to develop a trail head facility at the beginning of Marine Science Drive.

Recreation

- The funding for the East Charlotte RFP was approved by the province, so the RFP has been put out to tender. The deadline for submission is December 18. The RFP will be awarded January 21. The Co-operative Regional Oversight Committee will be reviewing the submissions.
- I’ve been researching models for Regional Oversight Committees for potential cost sharing models that could be brought to the Co-operative Regional Oversight Committee.

CPC Report – Carla Brown

The Community Policing Committee met on November 8, 2018. The committee hosted a presentation by Cst. Francois Ouellet titled Recognize a Scam, Reject it and Report it. This was well received by the public and committee. Sgt Stubbs presented the district report and requested the need to submit feedback for the annual performance plan. He asked that the committee members make communications with their community and LSD’s and bring some feed back to the next meeting. With there being representation from 11 communities or LSD’s the election took place. Frank Carroll was declared elected by majority of votes as Chair a 3-year term, Carla Brown was declared elected by acclamation as Vice Chair a 2-year term, Donna Muir was declared elected by acclamation as Member-at-Large, a 2-year term and James Brown was declared elected by acclamation as Member-at-Large a 1-year term.

TAC Report – W. Gamblin

Paul McKnight-Whitford and Rochelle Brown of Stantec presented an update of the Leachate Upgrade Project - Phase 1. Falls Construction has completed the large surge pond. Stantec was informed by Falls Construction that they are unable to finish the entire project within this construction season. Due to weather and poor soil conditions they will have to return in the spring to complete the retention pond. Stantec also discussed the requests for payment of "borrow" and "waste" material.

The TAC discussed these items at length. It was determined that outside legal advice be sought for the contractor's failure to complete the project. In the matter of the requests for payment, it was determined that steps be taken as outlined in the contract for dispute resolution.

Regional & Collaborative Committee Report

The Committee had its initial meeting on November 15. Chairperson Terry James was appointed by consensus. A draft of the Terms of Reference was discussed for the Committee. Initial objectives of the Committee were discussed with Recreation, Transportation and Waste Reduction named. There was discussion about the possibility of sharing one or more recreation directors between different municipalities, as there appears to be some need for this. The Committee agreed to discuss the possibility further at the next meeting after bringing up the topic with municipal staff. The number of Committee members was discussed, which highlighted the need to better define the procedure of adding new committee members in the next Bylaw revision. The next meeting date is to be determined, but expected frequency will be at least monthly.

18-63 It was moved by T. James, seconded by W. Greenlaw that Wayne MacQuarrie and Kathy Curtis be added as Committee Members. CARRIED.

Financial Report/ 2019 Budget

The Committee met prior to this Board Meeting to discuss a number of matters. Mark Porter informed the group of the surplus revenue in each silo, with a recommendation to move such surplus to the associated Reserve Funds.

Next, the Committee discussed the need to purchase an additional vehicle for the Planning Department. Hollis provided data collected from employees' expense claims and with the increase in the number of staff, it seemed the most cost-efficient decision.

18.64 It was moved by W. Gamblin, seconded by D. Blair that the Commission approve the draft 2019 Regional Service Commission Budget as circulated. CARRIED.

18.65 It was moved by W. Gamblin, seconded by W. Greenlaw to transfer \$ 800,000 from the solid waste services operating fund to the solid waste services capital reserve fund. CARRIED.

18.66 It was moved W. Gamblin, seconded by J. Tubbs to transfer \$ 20,000 from the local planning services operating fund to the local planning services operating reserve fund. CARRIED.

18-67 It was moved by W. Gamblin, seconded by A. Townes to transfer \$ 5000 from the cooperative and regional services operating fund to the cooperative and regional services operating reserve fund. CARRIED.

18.68 It was moved by W. Gamblin, seconded D. Naish that the Commission purchase an additional vehicle for local planning services at a cost not to exceed \$ 25,000 plus HST. CARRIED.

Executive Directors Report – Hollis Bartlett

Solid Waste:

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

2018 – 50,864 mt

2017 – 49,110 mt

2016 – 47,895 mt

Planning Division:

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

2018 – 157 Building, 82 Development

2017 – 67 Building, 60 Development

2016 – 64 Building, 68 Development

Internal Items:

- Welcome to new board members; Jim Stuart, Wayne MacQuarrie and alternate Sam Walsh. We met on November 13 to review board member training materials and discuss the new roles.
- McAdam will be engaging the RSC for planning and inspection services commencing January 1.
- As of the writing of this report an LSD budget presentation is scheduled for Monday, November 26 (rescheduled due to weather).
- We have internally completed mapping of all utility poles at the Hemlock Knoll location and are investigating the possibility of hanging fibre optics throughout the site for better data connection. This would enable us to place video cameras at various locations for things like fire and operations monitoring, VoIP phones, equipment communications and site Wi-Fi. Fibre optics is now a less expensive option than copper data wiring and offers greater bandwidth.
- The compensation study currently being performed by our HR contractor is in its last phases before being presented to the HR committee (may be ready by this board meeting).
- We are still testing a video conferencing system, along with new hardware that so far looks very promising. It may be a good option for board (and other) meetings in the case of inclement weather or travelling board members.

Date, Time and Location of Next Board Meeting:

The next meeting of the Southwest New Brunswick Service Commission will be held Thursday, January 24, 2019 at the Administration Building, Hemlock Knoll, Lawrence Station at 6:00 pm.

Question & Answer Period with Public in Attendance

Adjournment

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