

**Southwest New Brunswick Service Commission
Conference Room, Lawrence Station, NB
January 29, 2019 6:00 p.m.**

**BOARD MEETING
MINUTES**

Board Members

Joyce Wright - LSD Denis Weston
Wade Greenlaw - LSD Dufferin
Jim Tubbs – LSD Dumbarton
Heather Hatt – LSD Fundy Bay
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

Members of the Public:

Kathy Curtis – LSD Manners Sutton
Tara Devlin – ONB

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Manager
Michael Young – Operations Manager
Trisha Dickerson – Waste Reduction Coordinator
Alex Henderson – Director of Planning
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 14 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

**19-01 It was moved W. Gamblin seconded by T. James that the agenda be approved as circulated.
CARRIED.**

Adoption of Minutes

19-02 It was moved A. Townes, seconded by D. Blair that the minutes that the November 29th, 2018 meeting be accepted as presented. CARRIED.

ONB Update - Tara Devlin-Hues

ONB Connects -Update

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 three other people. The Connectee must then reach out to these three people to arrange meetings. From these meetings, each person 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.

Meetings are planned for February 11th at NBCC St. Andrews, SSU, FSS, SS Chamber to discuss the ONB Connects program 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. If you have any questions about this project, please contact Tara Devlin-Huys.

Update: The committee received 34 applications and will interview 15. The first cohort group will be 12 people. Interviews will be taking place soon.

Community Development Group

I have been meeting with a small group that continues to expand. Members include Vibrant Communities, Community Schools, Public Health & Wellness, and now Coastal Trail (Tanya). The group is a place to discuss projects and see if any collaboration or assistance is possible.

Overview

Population Growth, including recruitment and retention, in rural areas faces different challenges than urban centers. A strategy to address these challenges and offer solution must be undertaken. The strategy would focus on recruitment and retention of newcomers, young people, migration to/from other parts of Canada. The strategy would also address the underlying issues in a rural context such as housing, transportation, labour force and community services.

A Steering Committee will be formed to develop a RFP. Once a consultant is hired to develop the strategy, the Steering Committee will oversee the project to ensure that the deliverables were met.

At the end of the project, the recommendations and actions may be able to be replicated in other rural regions.

The Regional Service Commission or Vibrant Communities are to be the applicant to PSETL for funding.

The timeline will be determined by the Steering Committee and included in the RFP/contract with the consultant.

Business Arising from Previous Meetings

New Business

Committee & Staff Reports

Recycling Update – Trisha Dickerson

The numbers are showing recycling from December 2018 at 53 tonnes and January 2019 at 63 tonnes. Holiday recycling went well, with our holiday recycling guide reaching a little over 6000 residents. We worked with the haulers and media outlets to ensure that the holiday schedule changes were everywhere, and most residents were happy with the updates. We had it posted on Facebook, the 1-800-line, website, and radio.

The returnables audit went well, receiving a total of \$ 4178.25 in payments from September 2018 to December 2018. We are continuing to work with the Atlantic Dairy Association to update our current contract. Currently we are receiving \$ 2500 annually from the Association but with recycling paper milk cartons being added, we are requesting an audit to revise the contract.

We had a stakeholders meeting on December 4th, talking about the increase in week after recycling pick up garbage and what steps could be taken to help on our end. We started an information campaign to ask our residents not to put large bulky items like furniture or appliances out the week after recycling. The haulers have not seen a huge impact yet, but we will continue to work with the residents on this. Hollis and I had a meeting with Darren McCabe and Martin Corbett to discuss concerns with the Oromocto Lake area and their participation in the recycling program. We discussed the issue, shared the photos and data that we had for the area. They requested a meeting with the Oromocto Lake Association to dig a bit deeper into how we can help with a solution for the area, if we can at all.

Recreation Update – Tanya Herrington

Coastal Link Trail:

- We coordinated a meeting with the Great Trail (formerly the TransCanada). The Coastal Link Trail will be a part of the Great Trail and will have access to further funding. They generally match dollar for dollar investment.
- We had a meeting with the project sponsors (Tourism, Heritage and Culture) to get a sense of further investment into the project and the Signature Trails in general. With the change in government there's no guarantee of the amount. We'll apply in the fall for further funding.
- We had a meeting with ACOA. They confirmed that there's funding for an economic impact study to measure the potential of cycling on tourism. The study will assist in further investment opportunity with ACOA.
- Met with DTI and overall it was positive. There is a willingness to work with us, but they did identify segments that they have concerns with in terms of shared route. We will have to identify the segments that may not work and choose an alternative. The project may take longer than anticipated and they did say they need direction from the minister to continue to put resources into this project. We have a meeting with the minister in three weeks.
- A document that's worth noting is "From Surfaces to Services". Page 24 under 4.8 recommends the Regional Service Commission adopting Active Transportation planning in unincorporated areas. This will assist in further talks with DTI.

<https://www2.gnb.ca/content/dam/gnb/Departments/esic/pdf/Transportation-Transport/FromSurfacesToServices.pdf>

Recreation:

- Met with the Harvey Rec and Wellness Council. Alongside of Greg, we're seeing how they can access the provincial funding for a Recreation Director shared between Manners Sutton and Harvey.
- The RCO Committee will give a full report on this, but we received 3 proposals for the Eastern Charlotte Feasibility Study. I summarized the reports to present to the committee.
- I've been preparing documents and a list of key stakeholders to prepare for the Eastern Charlotte Feasibility Study.
- I've also been doing research into governance structure for cost sharing models across the province.

CPC Report – Carla Brown

The Community Policing Committee met on January 10, 2019. The speed sign policy and procedure document were reviewed and approved by the committee with a 100% in favour vote. The committee chose the Community Policing Committee 2019 priority as a group and agreed on the following.

Priority 1: Traffic and Off-Road Vehicle Safety is: Driving Infractions, Speeding, Distracted drivers.

Priority 2. Drug Awareness Education and Drug/alcohol Substance Abuse.

Priority 3. Mental Health Issues, which contribute to petty crimes, domestic violence, vandalism, property crimes and other serious drug and substance abuse issues.

Priority 4. CPC options for Courthouse

The CPC Chairman began discussion on the 2019 CPC priority list. The majority of vote for priorities were as follows:

1. Eight members would like to make Traffic and Off-Road Safety priority for 2019, including but not limited to, driver infractions, both on the highway and in municipalities, vehicle load securement and enforcement, distracted driving, school bus safety and traffic zones (emergency and construction)

2. Seven members would like to make drug awareness education and drug/alcohol substance abuse a priority.

3. Six members would like to make Mental Health Issues, which contributes to petty crimes, domestic violence, vandalism, property crime and other serious crimes.

The group then discussed added a committee priority of reviewing local court issues, discussing any options that can be presented regarding court transportation in our community. All members of the group agreed to add this as CPC priority number four.

The CPC will wait until the RCMP 2019 priorities are complete prior to publicly releasing the Community Policing Committee 2019 Priorities.

Const Peter Stubbs then gave a brief overview on the RCMP annual goals so far. As reported, all goals have been exceeded except for search warrants which is still being worked on. The RCMP 2019 priorities will be complete by April 2019.

Donna questioned Const Stubbs on impacts of Cannabis and distracted driving, Chris Henderson noted that we have very little data and nothing that would be conclusive at tis time. He will continue to keep us updated as information comes in on this subject.

The group then discussed CPC communications in 2019 with the note that Cathy Bockus is no longer assisting with these communications. Chris Henderson discussed with the group the benefits of social media for communications.

The meeting was adjourned at 7:15pm with the next meeting scheduled for March 14, 2019.

Regional & Collaborative Committee Report – Terry James

Population Growth (Tara Devlin-Huys – PSETL):

Tara presented a request for SNBSC to act as a Steering Committee/Applicant for PSETL to undergo a strategy that will focus on recruitment and retention of newcomers from other parts of Canada. The strategy would also address the underlying issues in a rural context such as housing, transportation, labour force and community services.

Tara would do all the leg work and the Steering Committee would oversee the project to ensure that the deliverables were met.

Recreation – RFP Submissions (Tanya Herrington):

Tanya presented RFP summaries received from three consulting groups which she graded based on requirements of SNBSC and ECCRA.

Pivot Consulting Inc. – 59/100

Dillon Group – 94/100

Silk Stevens Limited – 68/100

A copy of the press release was reviewed re: the feasibility study to ensure the correct information is being relayed. Hollis will make a few changes before release.

19-03 It was moved by T. James, seconded by W. Gamblin that the Regional Service Commission act as the applicant to PSETL for funding a population growth strategy study for the region, with ONB representative Tara Devlin-Huys performing the work and reporting to the Regional & Collaborative Oversight Committee. CARRIED.

19-04 It was moved by T. James, seconded by H. Hatt that the Regional Service Commission award the contract for the recreation cost sharing feasibility study to Dillon Consulting as per their submission in response to our RFP. CARRIED.

PMC Report – Dennis Blair

- Alex updated PMC on Grand Manan Council's decision to vote to immediately end the contract with SNBSC without doing a 1-year notice period/transition.
- Alex did a high-level rundown on all Planning Division work including PRAC training for complex legal cases, rural/municipal plan drafting, inspector training (level 2 & 3), enforcement successes, new regional planning & cooperation initiatives – PMC consensus was good progress on Planning Division as it has become a more professional service provider.
- PRAC Bylaws need to be amended to improve meeting functioning and include provisions for removing PRAC members for disciplinary reasons or for a community not receiving services.
- Alex said that St. George and McAdam Councils have recommended two names to be appointed to the PRAC: Raymond Hall (St. George- engineer) and Vance Johnson (McAdam – surveyor/former development officer). Harvey still needs to recommend a person to PRAC.
- Alex said that Wayne Sturgeon, Councillor of Grand Manan, should be removed from the PRAC as the community is no longer receiving services. Alex is also going to talk to Rob MacPherson whether he saw a need for his continuing his role on the PMC.

- The PMC received a resignation from Bill Campbell who's travel often prevented attendance.
- Hollis began a preliminary discussion with the PMC about moving the planning office and main Board meeting room to a central location in the region based on a potential for cost efficiency – PMC consensus was that this is a good idea to be investigated further and several members remarked how this idea was also introduced by Frank Tenhave in the early days of the RSC.

19-05 It was moved by D. Blair, seconded by J. Tubbs that the Southwest New Brunswick Service Commission appoint the following persons to serve on the Planning Review and Adjustment Committee to serve for four-year term: Raymond Hall of St. George and Vance Johnson of McAdam. CARRIED.

19-06 It was moved by D. Blair, seconded by D. Naish that the Southwest New Brunswick Service Commission remove Wayne Sturgeon from the Planning Review and Adjustment Committee. CARRIED.

19-07 It was moved by D. Blair, seconded by A. Townes motion that the Board accept the resignation of Bill Campbell from the Planning Management Committee. CARRIED.

19-08 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 7.5, dated January 2019. CARRIED.

19-09 It was moved by D. Blair, seconded by T. James that the Board instruct the Executive Director to study the feasibility of moving the planning division's office and the Board's main meeting room to a central location within the region. CARRIED.

HR Committee Report – Wade Greenlaw

The HR Committee has had three meetings since early December to review and analyze the HR report on the wage comparison, the completion of the annual ED Performance review and assessment, and review of clarification of the HR committee roles and responsibilities

We recently finalized the review of the HR Wage study and will be recommending an option to the board, we completed the annual ED Performance Assessment and development plan (response was better than last years but still not 100%), we are working on defining the HR Standing committee roles and responsibilities for clarification in the By-laws, (note that the HR committee acts on behalf of the board as a standing committee. It reviews and provides recommendations to the board on all RSC related HR issues that the board deems as requiring attention) and we are reviewing the implementation of a new performance Management Program to be tied to the new recommended wage structure. This will all be rolled out at a special board session in the very near future.

Any adjustments due to the wage study will impact the budget, so we must be sure we can fund them which we feel currently is feasible.

Financial Report – Winston Gamblin

19-10 It was moved by W. Gamblin, seconded by W. Greenlaw that the December 2018 Financial Statements be approved as circulated. CARRIED.

Executive Directors Report – Hollis Bartlett

Solid Waste:

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

2018 – 60,983 mt

2017 – 58,771 mt

2016 – 57,234 mt

Planning Division:

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

2018 – 176 Building, 88 Development

2017 – 85 Building, 66 Development

2016 – 71 Building, 77 Development

Internal Items:

- The Strategic Planning Session was held January 8 at Dominion Hill. There was good attendance despite inclement weather.
- Our offices have changed email providers to Microsoft servers from GoDaddy. The changeover went smoothly over the holidays, no email accounts were lost. The new system will let us take full advantage of Office 365, including Teams and Sharepoint giving us better options for collaboration and documentation management. The rollout of a new document management system will occur over the next year.
- I have taken our IT contractors over the Hemlock Knoll site to assess what will be needed for replacing the old internal DSL lines with fiber optic lines, to upgrade our internal network. The old DSL system is no longer supported, and equipment no longer available. Fiber optics provide much better bandwidth at a much lower cost. This will provide us with the capacity to install video camera surveillance for security and safety reasons at strategic points in the site.
- Plans are progressing for the new public drop off site. The layout mimics what is available in Saint John and Moncton currently and will provide a comprehensive, safe and secure area for members of the public to dispose of almost anything in one convenient area, including garbage, recycling, C&D, brush and debris, HHW, e-waste, white goods and more.
- We will have a presence in the Kiwanis Trade Show again this year, with the theme of Regional Cooperation. This will include waste reduction initiatives, recreation and population growth, a combined effort of Trisha, Tanya and Tara. We want to promote a “Know Your RSC” and communicate who we are and some of the things we do for the region outside of garbage and building inspections.
- Grand Manan has submitted a notice of termination of their contract for planning and inspection services. The motion to re-appoint our staff in January was voted down. We have communicated with the Village on numerous occasions that there is a one-year termination notice in our contract, for which they are financially liable. This change won't affect our 2019 budget as we are guaranteed payment by the Minister of ELG which is prescribed in the Regional Service Delivery Act.

Date, Time and Location of Next Board Meeting:

The next meeting of the Southwest New Brunswick Service Commission will be held Thursday, February 28, 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 7:20 p.m.)