

**Southwest New Brunswick Service Commission
Conference Room, Lawrence Station, NB
February 28, 2019 6:00 p.m.**

**BOARD MEETING
MINUTES**

Board Members

Wade Greenlaw - LSD Dufferin
Jim Tubbs – LSD Dumbarton
Heather Hatt – LSD Fundy Bay
Dennis Blair - LSD McAdam / St. Croix
Carla Brown - LSD St. David
Annette Townes - LSD St. James
Sam Walsh – LSD St. Patrick
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:

Tara Devlin – ONB
Darren McCabe – Manager, DELG, Local Services

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 Vice Chairperson, Terry James 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

19-11 It was moved J. Tubbs seconded by W. Greenlaw that the agenda be approved as circulated. CARRIED.

Adoption of Minutes

19-12 It was moved W. Gamblin, seconded by H. Hatt that the minutes that the January 29th, 2019 meeting be accepted as presented. CARRIED.

ONB Update - Tara Devlin-Hues

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.

Meetings were held in February 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). Follow up in March will be presentations at NBCC in the classes for upcoming graduates. Remember if anyone here is interested in being a Connector to please contact me.

Essential Skills Atlantic Fisheries – Pilot Project

Project 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. 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 (male and female). The interviews have taken place. The participating companies are Cooke Aquaculture, Connors and Northern Harvest. A local facilitator has been hired to carry out the training. Training is planned for mid-March.

Rural Regional Population Growth Strategy

The project is moving ahead, and it is expected that applications for funding will be submitted next week.

19-13 It was moved by J. Tubbs, seconded by A. Townes that the ONB Update be accepted as presented. CARRIED.

Business Arising from Previous Meetings – None to report.

New Business

Committee & Staff Reports

Recycling Update – Trisha Dickerson

Wade brought to our attention a company in Pennfield that currently recycles Styrofoam. We wanted to take the time to visit this facility and learn more about their process. We thought it may be an opportunity to grow our program in the Styrofoam area.

I did spend the afternoon with this company, called Fundy plastics, they have a very interesting process where they collect Styrofoam from cooks and northern harvest and run through a grinder, then heat it up and compact this into large Styrofoam bricks. These bricks are then shipped to China for processing into

packaging materials and other products. This seemed like a good option for us until we started to talk more about the process, this company only takes white Styrofoam numbers 1 and 2. #1 would be plates, dishes, food packaging, cups etc. and #2 would be the heavier Styrofoam you would find in electronics for example. They currently collect up to 6 truckloads of Styrofoam boxes from cooks and northern Harvest combined monthly and it takes about 2 years at this time to fill a load to China. Currently, they do not take any residential Styrofoam.

I talked to them about the prospect of taking our Styrofoam and while they were interested in looking at this, it would be a costly process. We looked at two options.

1. They provide a transport trailer for us to fill, this would be at a cost of 500 per day, and once filled they would process this at a cost of 100 per hour of processing. Normally it would take about 8 hours to process a full load of Styrofoam. So, this option would be to have a special collection day – at 500+ cost to us for the trailer only, our staffing would be an additional cost...hope we could fill the truck in a day as anything less than a full truck would not be worth it to Fundy Plastics financially. They have concerns with residential Styrofoam contamination. It could be dirty or mixed 1 and 2 which would require full cleaning of Fundy Plastics systems and a further cost. This option if all went well would be about 1500.00 before taxes.
2. They would accept large agricultural bags full of Styrofoam from us, we would collect it here and once we have collected enough we would truck it ourselves to Pennfield. The pro of this is that it would be cheaper, the con would be the sorting, collecting and trucking of this product. Which would come at a cost. We would still be looking at 100 per hour for processing, trucking cost, sorting staff cost and storage space. Fundy Plastics would have to wait until we had collected enough to run a full day of compacting, about 8 hours would be charged to us for processing and cleaning.

It is a costly process to complete and the return on this is not great for them. Fundy Plastics is willing to talk more about options with us, but as I mentioned they have rather large concerns that we may not be able to collect enough Styrofoam and that it would be too contaminated for them to use. They Styrofoam must be completely clean.

I would not suggest we put this in our blue carts as this could be confusing to our residents who are just getting in the swing of the process now. We may want to look at a depot bin here at the public drop off site and possibly collect that to take to Fundy Plastics, again this would be at a cost to us to collect, store, haul and process the product.

My suggestion would be to table this idea for now, and revisit once we have the public drop off site ready. I spent some time with the Regional Collaborative Committee last week and updated them on the feedback we are receiving on recycling so far. We have been receiving requests for additional carts and residents are letting us know that they are overflowing. At this point we have received about 150 requests for a second cart. This is a great conversation to have at 6 months into the program. It puts us in a position to proactively look at how the program process is working and dig in deeper to struggles, triumphs, education programs and even possibly a schedule change. At this point we are the only region doing monthly cart pickups, the other regions doing curbside (which is 6 out of the 12 in NB) are all bi-weekly. First steps were to speak with the RCO and next steps of our research on this is planning a brainstorming session with the haulers and Darren McCabe. This will give us the opportunity to get some ground level feedback. We will keep you posted on our deeper dive into this.

At the RCO committee meeting the federal PPP program was discussed and I was asked to further pursue where NB, specifically southwest NB stands with this program. I will be taking this discussion to the provincial waste reduction coordinators quarterly meeting and will bring back any feedback from there to the board. I continue to work with Tanya, Tara and now Vern on our collaborative presentations at the Trade Show in May, part of this is to provide some visuals of what we do as a commission and who we are. I would like to take some photos of the board if that would be ok, I would be planning to take photos

next board meeting. I wanted to make sure I discussed this prior to taking photos. These would be used in our printworks and possibly social media.

One final thing discussed this month was the schools recycling, it was thought that the schools in our area stopped recycling once we removed the service, but after checking with our schools that is not true, most schools pay for a paper/cardboard dumpster and in fact Back Bay recycles everything that can go in the blue cart in their dumpster. The haulers are offering at least cardboard/paper dumpsters to the school which the province is paying for. I will be talking to the haulers about plastic and tin recycling at the school in our brainstorming session. There is a couple of school who chose not to privately contract their recycling.

19-14 It was moved by W. Greenlaw, seconded by D. Naish that the Recycling & Waste Reduction update be accepted as presented. CARRIED.

Recreation Update – Tanya Herrington

Coastal Link Trail

Met with Minister Greg Thompson, who is in support of the project, although he highlighted the challenge with funds for projects in the province.

Prepared for the meeting with the Ministers, which included summarizing other provinces findings on the social and economic impact in developing cycling trails. Findings include that cyclists spend the most compared to other tourist groups and trail users. Maine currently generates 66 Million every year from cycling tourism. A summary of the findings is available if you wish to see the document.

Met with Minister of Tourism, Heritage and Culture, Minister of Transportation and Infrastructure, Minister of Social Development, and Minister of Justice to ask for inter-departmental support for the project. Meeting went really well, with an openness from Transportation and Infrastructure to assist with the project. The meeting of the four Ministers highlighted the social and economic impact of this project, as we are one of the first in the province to seek a shared road trail that allows cycling in rural areas. Other provinces (and states) are decades ahead of NB in terms of their shoulder policy in rural areas for Active Transportation.

Hosted a community information night in St Stephen to give information about the proposed upgrades to the Waterfront Trail. Interest in the event was great with 108 people interested in attending the event from Social Media. Approximately 40 people went to the event. There was a survey to gauge use of the trail and what's important to the users. Responses are still being collected, but surprising feedback is that there is interest in seeing more trails develop in the town.

Recreation

We had the initial project meeting with Dillon Consulting to start off the study. It was emphasized from the RCO that it's important that a model for cost-sharing is developed that could be implemented in other regions.

ECRRA had a stakeholder outreach with recreation organizations in Eastern Charlotte to give them a background on their project. This was a precursor to the consultant reaching out to stakeholders and getting their input. It seemed to go well.

Met with the Harvey Recreation and Wellness Committee to better understand the framework they have laid out for their cost-sharing model.

19-15 It was moved by W. Greenlaw, seconded by H. Hatt that the Recreation Plan Update be accepted as presented. CARRIED.

PMC Report – Dennis Blair

Village of Harvey PRAC Member appointment (Alex Henderson & Hollis Bartlett):
The Mayor and Council of Harvey submitted two names for consideration and after some discussion it was agreed to table this item until the next meeting.

Climate Change Handbook & Guidelines (Vern Faulkner):
Vern did presentation on two documents that the Commission created for outreach information and education on climate change resilient building practices. The user-friendly documents reflect best practices to consider when building or renovating your home to resist severe precipitation, forest fires, floods, and winds. The options contained in them are voluntary for builders and residents.

Enforcement & public awareness update (Vern Faulkner):
Vern reported that the planning department is now starting to direct a lot of focus on enforcement and paying more attention to having home owners getting their inspections completed. There was some discussion on holding the property owner and builders accountable and some ideas were: more advertising, more education, possibility of submitting to Land Gazette that required inspections are still outstanding.

Alex will follow up with Dept. of Environment and Local Government on Rural permit payments and planning being returned to the LSD's and bring information to the next meeting.

Rural & Municipal plan progress updates (Alex Henderson):

It was reported that Municipal Plan background study was presented to St. Andrews with positive comments received. June 1st the draft copy of the new Municipal Plan and Zoning By-Law will be completed for St. Andrews.

Full community mail was completed for the LSD of Dufferin Rural Plan. Only 9 responses to date. The next step would be to invite those who responded to a meeting and present rural plan options for their LSD.

The Pennfield & Beaver Harbour rural plan has issues, especially with how it handles aquaculture industry. It needs to be updated as soon as possible. Progress is under way with the LSD Advisory Committees to identify environmentally safe and appropriate sites for industrial expansion. Unfortunately, some of the best sites for future industrial or resource development have already been sold off for coastal residential properties.

Other business: Dennis – A couple corrections need to be sent to the By-Law committee:

8.4 – Add: allow members to call into meetings when not present in region

10.5 – Add: \$50 per diem for PRAC training sessions led by Planning Director

11.3 – Replace: 3 members for quorum to 5 members

19-16 It was moved by D. Blair, seconded by W. Greenlaw that the Board accept the resignation of Rob MacPherson from the Planning Management Committee. CARRIED.

D. Blair presented to the board the following motion, to be considered for twenty-one (21) days and not voted on at this meeting, in accordance with the Procedural By-laws:

Motion that the Board approve amendments to the Planning Review and Adjustment Committee Bylaws as presented in version 7.6, dated February 2019

19-17 It was moved by J. Tubbs, seconded by W. Gamblin that the Planning Management Committee Report be accepted as presented. CARRIED.

Regional & Collaborative Committee Report – Terry James

Change in recycling (Trisha Dickerson - SNBSC):

Trisha stated that our region is the only area doing monthly recycling pick up. Other areas are doing bi-weekly pick ups. She has received calls requesting a second bin, but it just is not feasible to provide two bins per household. A couple of ideas are to provide educational programs on how to compact recycling and/or switch to a bi-weekly pick up.

Mayor Stannix reported that McAdam has filed with Dept. of Environment and Local Government for the PPP Program and will provide the information to the other members.

Mayor Gamblin commented that the schools are not recycling because of the cost and are only provided with a cardboard bin. Trisha will investigate the status of school recycling in the region, and the options available to them.

Recreation – RFP Updates (Tanya Herrington):

The study is just getting underway. A couple questions they felt were necessary to start were: Who will own the facility? (Municipal or not for profit). Where will it be located?

Tanya requested the financial documents from the St. Stephen and St. Andrews recreational facilities to help with the study.

The start date was a little later then anticipated so the timeline has been shifted slightly.

Original timeline was:

Phase 1 - Jan 28 – March 1

Phase 2 - March 4- March 25

Now:

Phase 1 - Feb. 8 – March 15

Phase 2 - March 15 – April 8

Phase 3 which is collection of the community outreach information and develop the final report April 8 – May 1 and presentation to the board May 23.

Tanya stated that they could need more time for community outreach and plan on holding 4 public meetings which will take place in St. George, Pennfield, Blacks Harbour, and Deer Island. Advertising will take place on Social Media, Newspaper, Radio, Community Websites and survey will be done online.

Dillon Consulting Ltd. will report to the Board in March with an update of Phase 1.

Campobello Year-Round Ferry Committee (Allen MacEachern):

Mayor MacEachern reported that Brent McPherson has requested a letter of support from St. Stephen. On behalf of council, he did submit a letter of support but sent it to Mayor and Council of Campobello. It was noted that this committee is not a committee of Council.

Mayor Naish reported that St. Andrews sent letters as well to the Federal MP and to the MLA to support them year-round.

19-18 It was moved by C. Brown, seconded by A. Townes that the Board appoint Crystal Cook, Mayor of St. George as a committee member. CARRIED.

19-19 It was moved by J. Tubbs, seconded by D. Naish that the RCO Committee Report be accepted as presented. CARRIED.

Technical Advisory Committee Report – W. Gamblin

Rochelle Staples of Stantec presented the tender results for the Cell 11 HDPE liner system. The TAC committee discussed the submissions and possible contract conflicts. Pricing was competitive and the 2 of the bids were below the engineer's estimate. Rochelle went on to talk about the upcoming construction season for the Leachate Treatment Upgrade Project. Falls is scheduled to return in April to complete the Retention Pond that they failed to finish in 2018. The tender will be called for the mechanical portion of the project in March, this work is to be completed this summer. The approval for a completion deadline extension has been granted. This will allow for the filter portion of the project to be completed in 2020. An update of the dispute with Falls was presented. The Commission has rejected Fall's claim and put forth a mediator as per the dispute resolution outlined in the contract. We have received no response from Falls Construction.

19-20 It was moved by W. Gamblin, seconded by D. Blair to accept the recommendation from Stantec Consulting Limited and award the contract for the liner construction containment cell 11 to the lowest bidder, Atlantic Poly Liners Inc. for the tendered amount of \$320,000 plus HST as per the tender bid package submitted on February 20, 2019. CARRIED.

19-21 It was moved by W. Gamblin, seconded by W. Greenlaw that the Technical Advisory Committee Report be accepted as presented. CARRIED.

HR Committee Report – Wade Greenlaw

The HR committee held a final review session for the wage study implementation to review the full costing and to ensure numbers were accurate on Tuesday Feb 19. All members were in attendance and the Executive Director were given an action to have the accountant verify the full budget effect of the wage study implementation and to ensure approval of the Finance and Audit Committee.

A special strategic session will be held between the February Board meeting and the March Board meeting to ensure the board understand the recommendations coming from the HR Committee and the impacts of the recommendations on staff, and budget.

The board members will have a chance to review the recommendations, look at the performance criteria and to fully understand the short- and long-term budget impacts of the implementation prior to voting on a motion.

In addition to the wage recommendation review other topics such as bylaw clarification for standing committees and expectation of staff with regards to requests from those committees Strategic Meeting to be scheduled as soon as possible.

19-22 It was moved by W. Greenlaw, seconded by H. Hatt that the HR Committee Report be accepted as presented. CARRIED.

Financial Report – Winston Gamblin

19-23 It was moved by W. Gamblin, seconded by W. Greenlaw that the January 2019 Financial Statements be approved as circulated. CARRIED.

Executive Directors Report – Hollis Bartlett

Solid Waste:

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

2019 – 5384 mt

2018 – 5107 mt

2017 – 4755 mt

Planning Division:

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

2019 – 5 Building, 3 Development

2018 – 5 Building, 4 Development

2017 – 2 Building, 4 Development

Internal Items:

- Alex and I attended a workshop “Strategies for Dealing with Opposition & Outrage in Public Participation” led by Stephani Roy McCallum. This was a very interactive, intense training session that I believe will be very useful. The course was well conceived and very educational.
- We have met with MLA Hon. Andrea Anderson-Mason to discuss concerns where our region and hers intersect. She has shown great interest in the population growth strategy initiative headed up by Tara Devlin-Huys, and to that end we are continuing to meet with her on that topic.
- Our auditors have been on-site to gather information for their annual review. They are finished with the initial data collection as of now.
- I spent some time with our lawyer as the only witness for our side in the Dow vs SNBSC case, and subsequently attended court on Wednesday, February 20. The case is ongoing at this point in time.

19-24 It was moved by A. MacEachern, seconded by W. Greenlaw to accept the Executive Directors report as presented. CARRIED.

19-25 It was moved by A. MacEachern, seconded by A. Townes that an in-camera session be held directly following the adjournment of this meeting. CARRIED.

Date, Time and Location of Next Board Meeting:

The next meeting of the Southwest New Brunswick Service Commission will be held Thursday, March 28, 2019 at the Administration Building, Hemlock Knoll, Lawrence Station at 6:00 pm.

Question & Answer Period with Public in Attendance

D. McCabe was asked about permit fees collected on behalf of LSD’s. He informed these funds are directed back to LSD’s across the region.

Adjournment

It was moved by D. Blair that the meeting adjourn (at 6:49 p.m.)