

**Southwest New Brunswick Service Commission
Conference Room, Lawrence Station, NB
March 28, 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
Carla Brown - LSD St. David
Annette Townes - LSD St. James
Wayne MacQuarrie – LSD Pennfield
Doug Naish - Town of St. Andrews
Crystal Cooke – Town of St. George
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:

Darren McCabe – Manager, DELG, Local Services

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Manager
Trisha Dickerson – Waste Reduction Coordinator
Mark Porter – Financial Officer

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:13 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

**19-26 It was moved T. James seconded by C. Brown that the agenda be approved as circulated.
CARRIED.**

Adoption of Minutes

19-27 It was moved W. Greenlaw, seconded by A. Townes that the minutes that the February 28th, 2019 meeting be accepted as presented. CARRIED.

ONB Update - Tara Devlin-Hues

Tara was not able to attend; therefore, the Executive Director gave the report.

Rural Population Growth Strategy

Tara and I met with representatives from ACOA and PETL to discuss the scope and budget of the project. Apparently there has been a similar project undertaken in Chipman, as well Future St. Stephen has done some immigration strategy work with companies in Eastern Charlotte and St. Stephen. In order to avoid duplication of work already underway or completed, I will review the reports. After which, I will bring forward a revised project to the Collaboration Committee.

Business Arising from Previous Meetings – None to report.

New Business

Committee & Staff Reports

Recycling Update – Trisha Dickerson

Recycling number for the full month show the waste after recycling week has dropped to about 13% extra, which is nice to see, our diversion rate overall in February sits at about 14% regionally. That is a little drop from January where our diversion rate was 16.5.

Big shout out to the town of St. Andrews for having a diversion rate of 21.5% followed by York county at 14%. The town of St. George brought their diversion rate up from 7.7% to 12.5% this month and St. Stephen held steady with another 12.8% this month.

We met with the waste haulers and Darren McCabe on March 20th to brainstorm the recycling program successes and struggles, although we did discuss changing to bi-weekly it was the consensus that we should focus on bringing up the participation rate in the rural communities prior to any changes to the schedule. So, our next step will be to do an audit with the haulers during their July peak season to see how the pickup is going and see where we have the areas of limited participation, and work on some educational mail outs to help boost our participation in rural areas. Much like some work we did previously, our talking trash flyers were a success in the past and we are going to revisit that option.

Our rural areas except for LSD York are showing the lowest diversion rate, although they still are at 7.8 and 9 percent, there is room for improvement there. We will also be working on a community either mail out or insert much like previous years, (we used to do a “trash talking” insert) with tips and information on recycling to again help boost our participation rate.

Our 6-month recycling branding campaign with 98.1 has come to an end, we will no longer hear recycling radio ads with reminders, with that being complete, we did not want to lose recycling momentum, so we are moving forward with our mobile app update to ensure that we can include the calendar and txt, email or phone call reminder to our residents. This will also give us the ability to produce educational

campaigns geographically, so, if we have an area that we are struggling, like our rural areas, we can send out an educational program to this area specifically.

With the radio recycling branding complete, we have moved to a morning weather sponsorship by the service commission and we chose to focus our attention on the collaborative services, this will include the following radio ad, (play Ad) and a monthly interview in the department or committee of our choosing. In March I did a recycling update interview and in April we will see Tanya discussing recreation. We can choose a different area or committee each month.

In talking collaboration, I would like to take some photos tonight for the collaborative trade show booth.

PPP (packaging and printed paper program) update – at this point Recycle NB is working on phase 4 of the PPP dialogue and has produced a report addressing remaining information gaps needed to design and implement a PPP program in New Brunswick. Specifically, this report documents how the EPR PPP program in other provinces operates and the lessons New Brunswick can draw from our neighboring province. It also expands on two areas where information was still incomplete at the end of Phase III: rules for small businesses, and payments to municipalities.

I have the conclusion to this report here, and I have full copies of the report available for you either in print or via email. We can also have a Marc Leger come to the meeting in the future to discuss this in detail if you would like.

Recreation Update – Tanya Herrington

Tara was not able to attend; therefore, the Executive Director gave the report.

Coastal Link Trail:

ACOA has indicated that an Economic Impact Study needs to be completed to qualify for further funding from them. They are willing to fund up to 90% of the study. I have begun drafting up the RFP. The deliverables will highlight ways for the region to maximize the benefits of the Coastal Link Trail and it will provide tools that will measure the economic impact.

I met with the new Executive Director of the CCRTA to let her know about the Coastal Link Trail. It was a meeting to also see if they'd be interested in funding the remaining 10% of the Economic Impact Study. They will get back to me on that.

The Coastal Link Trail had a meeting with NB Trails and the Great Trail (formerly TransCanada Trail). NB Trails will be shifting its mandate and is no longer in the business of constructing trails. NB Trail's focus will be determined in the next couple of months when a meeting with all Greenway Trail groups is called. How the Coastal Link Trail works with NB Trails will be determined once their mandate is clear. The Coastal Link Trail will continue to work directly with the Great Trail. The Great Trail will be a funding source once the route is cleared with DTI.

The RFP for Wayfinding and Signage was posted. I've been fielding questions from potential bidders.

Recreation:

We had two in-person meetings with Dillon Consulting for project updates.

Dillon met with ECRRA to ask further questions into their Business Case.

We had follow-up meetings to ensure proper direction for the study.

Preparation for the study's community meetings is underway (phase 2 of the study). There will be four meetings and they are:

Deer Island, April 2 at 6pm at the Community School

Pennfield, April 3 at 2pm at Pennfield Firehall

Blacks Harbour, April 3 at 6pm at Stella Maris Community Centre

St George Legion, April 4 at 6:30pm at St George Legion

I'm continuing to meet with the Harvey Recreation and Wellness Council to assist in hiring a rec director. I met with the Eastern Charlotte ATV group to get a sense of what their challenges are and see if there are ways I can assist. We identified that we may be able to make maps for them that are easier to send to their members.

Community Policing Report – Carla Brown

The Community Policing Committee met on March 13, 2019. Sgt Peter Stubbs presented the RCMP 2019 priorities and it was noted these are in line with the current CPC 2019 priorities.

1. Vehicle Safety
2. Reduce Substance Abuse
3. Mental Health Issues and Awareness

CPC priority number 4, CPC options for courthouse, were discussed but due to lack of public participation in the

March meeting, this conversation was tabled until the next meeting. EMO will be presenting at the May meeting of the CPC and Honorable Andrea Anderson-Mason, Minister of Justice-NB and Attorney General, hopes to join this meeting to take part in the conversation on the 2019 CPC Priorities. Next meeting to take place on May 9th, at 6pm, Oak Bay Hall.

Regional & Collaborative Committee Report – Terry James

Two members from Dillon Consulting Group were in attendance to update the committee on the Eastern Charlotte Recreational Feasibility Study. Project Status Report #2 was submitted for review.

Phase 1 is now complete. Phase 2 will take place in early April which will consist SNBSC staff in collaboration with Dillon Group, will host four public needs assessment meetings to take place in Deer Island, Pennfield, St. George and Blacks Harbour. The data collected from these public meetings along with data currently received by the phone call analysis to Key Stakeholders and Community Leaders from Phase 1 will then be reported back to the Board as part of Phase 3. Over the next couple days Tanya will get the advertisements ready for the public meetings.

PMC Report – Dennis Blair

- Briana Cowie, Climate Change Program Manager with Eastern Charlotte Waterways did a presentation on climate change and the effect that future flooding and the rise of water levels will have on our region. She will be doing some public outreach initiatives and plans to be complete by December 2019. She will return to the committee in September for an update and to get some feed back from the group.
- One of the possible PRAC member appointments from Harvey declined and after some discussion it was agreed to bring forward to the Board Dean Fletchers name.
- Meeting dates for the PRAC have agreed to be changed to the third Thursday of each month except when the day falls on a holiday or is cancelled for inclement weather. It will then be held on the Fourth Tuesday.

- Hollis stated that he is working on a calendar that will represent all committee meetings days. Discussion was had on placing regular meeting time slots on the calendar for committees even if there is no meeting to be had.

19-28 It was moved by D. Blair, seconded by T. James that that the Southwest New Brunswick Service Commission appoint the following persons to serve on the Planning Review and Adjustment Committee to serve for a four-year term: Dean Fletcher of Harvey. CARRIED.

I present 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:

19-29 It was moved by D. Blair, seconded by A. Townes that the Board approve amendments to the Planning Review and Adjustment Committee By-laws as presented in version 7.6, dated February 2019. CARRIED.

19-30 It was moved by D. Blair, seconded by T. James the it therefore resolved that the Board instruct the By-law Committee to discuss the Planning Review and Adjustment Committee By-laws to discuss the need for member alternates. CARRIED.

HR Committee Report – Wade Greenlaw

After reviewing all data, ensuring the comparisons and study conducted by HR Downloads met our expectations of quality, and in taking other relevant factors into consideration such as years of service for employees, current financial status of the RSC and the future possibilities, the HR Committee is recommending an option to be adopted. The recommended pay ranges were accepted to establish the high and low range of each classification. The cost of living indexing in the pay scales was removed as it needs to be based on the current financial abilities of the RSC to offer COLA's, and the true cost of living adjustments for our region.

The committee adopted a pay structure that established annual merit increases of between 2.0 and 2.5% for each classification until the top step of the range is achieved. Some classification may have more steps to reach the top pay then others. Once the top step has been reached, no more merit increases will be acquired unless an employee moves to a new job in a classification that has a higher pay range. If an employee is promoted into a role that has a higher pay range, employee will have an increase of 2.5% applied to their current wage and will then be placed on the next highest step in the new pay band. Annual Merit increases are not automatic. They are based on an employee's annual performance. For an employee to receive their annual merit increase, their performance rating must be "satisfactory" or better. If any areas are indicated as "needs improvement", the merit increase will not be granted until the performance issue has been corrected. Merit increases, if granted, will be applied annually on the employee's anniversary date.

The performance Management Program ensures that each employee has an annual assessment, completed by their supervisor to help the employee improve their performance. It will include a review of four areas:

1. Safety Performance
2. Job Competency
3. Interpersonal skills and ability to work with others
4. Attendance Management

Employees who have an identified deficiency in any of these areas will have the gaps identified and the expectations clarified and will have a follow up review conducted every 3 months until the performance is satisfactory. If merit increases were held back, they would be adjusted at the time the satisfactory

performance review is achieved, and that date would become the employee's new annual merit increase anniversary date. A standardized rating guide will be provided to all supervisors to ensure all employees are being assessed to the same standards.

Prior to June 1, 2019, each employee will have their initial performance review conducted to establish their baseline. If an employee currently has any disciplinary or performance related issues, it could affect the step they are placed on in the new bands.

The recommended pay bands will be integrated into the current HR Manual pay scale appendix.

Placement on the new pay bands will be based on the employee's current salary. They will be placed on the next highest step in the corresponding pay bands for their individual classifications.

Total financial costing for these wage adjustments are listed below for calendar years 2019-2025 and have been approved by the F&A Committee. This includes the adjustments made to place employees on steps as well as the fact that it will not be applied for a full year. Wage adjustments are recommended to be effective April 1, 2019

Cost of Living Adjustments:

When the board approves a cost of living increase for an annual budget, that cost of living percentage is applied to the top step of each classification and then the percentage between steps (2.0 or 2.5%) is subtracted

from each consecutive step to establish the new pay scale and all steps in the classification

No re-evaluations of wages will be performed unless a new classification is created or a role significantly changes for a period of minimum of 5 years for the date of implementation of this adjustment.

19-31 It was moved by W. Greenlaw, seconded by T. James to implement the wage adjustments and the performance Management program as presented above. CARRIED.

19-32 It was moved by W. Greenlaw, seconded by J. Tubbs the HR Committee identify gaps and adjust the current HR manual to reflect the changes put in place to implement the wage adjustments and performance management program. CARRIED.

Financial Report – Winston Gamblin

A copy of the 2018 Draft Financial Statements were distributed for members to review.

This item will be on April's agenda for discussion and vote.

M. Porter gave a brief review of the monthly statements included in the member packages.

19-33 It was moved by W. Gamblin, seconded by D. Blair that the F&A Committee support funding for the HR Committee's recommendation. CARRIED.

Executive Directors Report – Hollis Bartlett

Solid Waste:

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

2019 – 10284 mt

2018 – 9456 mt

2017 – 8319 mt

Planning Division:

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

2019 – 13 Building, 3 Development

2018 – 8 Building, 6 Development

2017 – 2 Building, 4 Development

Internal Items:

- A Strategic Planning meeting was held on March 12 at the St Stephen town office to discuss the impact of the new wage scales on the budget, to familiarize board members with the proposed final report and to address any concerns at that time.
- The 2018 annual report is almost ready as of the writing of this report and should be final at the time of the March board meeting, with just the auditor's statement and final financial statements to be inserted. The reports will be printed and distributed at the Annual General Meeting.
- The Annual General Meeting will be April 25, at the McAdam Train Station. Doors will be open at 5:30 but we won't start the regular board meeting until 6:00pm to give members enough time to arrive. We will have a short break after the regular meeting with the AGM to begin thereafter.
- We have completed a site analysis for the potential new Planning office site in Waweig with positive results; zoning, setbacks and other concerns have been addressed. The next step is to see if the owners (DTI) are willing to let go of the property.
- I am providing support to Tara / ONB in meeting with ACOA and PETL to assess funding opportunities for the regional population growth strategy project. The intention of this worthwhile project is to deliver a solid plan with measurable, defined objectives for the region, and should be of benefit to everyone.
- Please note that I will be away on vacation from April 1 to April 10.

Date, Time and Location of Next Board Meeting:

19-34 It was moved by W. Greenlaw, seconded by A. Townes that the next meetings will be as follows:
Thursday, April 25th, 2019 Regular Board Meeting 6:00pm, Annual General Meeting 6:45pm
LOCATION: McAdam Train Station. **CARRIED.**

Question & Answer Period with Public in Attendance**Adjournment**

It was moved by D. Blair that the meeting adjourn (at 7:18 p.m.)