

**Southwest New Brunswick Service Commission
McAdam Train Station, McAdam, NB
April 25, 2019 6:00 p.m.**

**BOARD MEETING
MINUTES**

Board Members

Joyce Wright – LSD Denis Weston
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
Sam Walsh – LSD St. Patrick
Jim Stuart – LSD West Isles

Members of the Public:

Troy Tuddenham
Ellamae Hanley

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Analyst
Trisha Dickerson – Waste Reduction Coordinator
Mark Porter – Financial Officer
Alex Henderson – Planning Director
Alexander Gopen – Planner
Michael Young – Solid Waste Manager
Tanya Herrington – Recreation Coordinator

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:03 p.m. She indicated that there were 15 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

19-35 It was moved D. Blair seconded by J. Tubbs that an item be added to the agenda. Business arising from previous meeting. CARRIED.

19-36 It was moved by W. Gamblin, seconded by T. James that the agenda be approved with an amendment. CARRIED.

Adoption of Minutes

19-37 It was moved W. MacQuarrie, seconded by A. Townes that the minutes that the March 28th, 2019 meeting be accepted as presented. CARRIED.

ONB Update - Tara Devlin-Hues

Tara was not able to attend.

Business Arising from Previous Meetings

19-38 It was moved by D. Blair, seconded by T. James to approve amendments to the Planning Review and Adjustment Committee By-laws as presented in version 7.6, dated February 2019. CARRIED.

New Business

Motion to Minister of ELG

The Village of Grand Manan signed a contract with the Southwest New Brunswick Service Commission to provide building inspection, bylaw enforcement and land planning services. This contract had a termination clause of one year; i.e. the contract could be cancelled with a one year notice given to SNBSC. The Village chose to cancel the contract with no notice at the beginning of January. The final invoice for the year service was sent to the Village on January 19, 2019, as per the terms of the contract.

Section 20(2) of the Regional Service Delivery Act states:

“If a municipality or a rural community is in arrears for a period in excess of 90 days with respect to any payment due under subsection (1), the Minister may make the payment to the Commission and deduct a similar amount from any money owed by the Province to the municipality or the rural community, as the case may be.”

The Executive Committee sent a letter to the Minister of Environment & Local Government on April 17 to apprise him of the situation and in response to an article that was in the St. Croix Courier from a Grand Manan council member on this topic. The Premier and M.L.A. for the region were copied, as the Courier article indicated that these 2 were sent letters as well. In that letter the Executive Committee stated that it would be asking the Board for a motion to ask the Minister to make payment as per Section 20(2). No response has been received thus far.

19-39 It was moved by T. James, seconded by J. Tubbs that the Commission direct the Executive Director to make a formal request to the Minister of Environment and Local Government to make payment to the Southwest New Brunswick Service Commission in the amount of \$62,477.00, this being the amount owed by the Village of Grand Manan to SNBSC that is in arrears for more than

90 days. The Executive Director will provide all supporting documentation to the Minister to support this claim. CARRIED.

Appointment of Parliamentarian

T. James nominated A. MacEachern. With no other nominations coming forward, the position went to **Allan MacEachern, and is now therefore declared the Parliamentarian** for the Southwest New Brunswick Service Commission.

Committee & Staff Reports

Financial Report – Winston Gamblin

A copy of the 2018 Draft Financial Statements was distributed at the March 2019 meeting for review.

19-40 It was moved by W. Gamblin, seconded by A. Townes that 2018 Audited Financial Statements be accepted as presented. CARRIED.

19-41 It was moved by W. Gamblin, seconded by D. Blair that D. Naish be added to the Finance and Audit Committee. CARRIED.

Recreation Update – Tanya Herrington

The year began with two major studies in regional recreation planning: The Recreation Masterplan and the Coastal Link Trail feasibility study.

Key findings for the Recreation Masterplan were that future plans should take into consideration the aging demographic along with population decline. It also highlighted trends towards outdoor recreation.

A survey in the region found that the top priorities for residents are improvement in recreation programs and trails. Recommendations from the study were to collaborate regionally in facilities and services, develop a communication platform for programs, and hire an implementation manager to carry out the initiatives.

With the conclusion of both plans and the acceptance of the Board, SNBSC embarked on hiring an Implementation Manager to carry-out the objectives of these plans as well as undertake our first feasibility study for a cost sharing proposal (Eastern Charlotte).

Eastern Charlotte Recreation:

The feasibility study for Eastern Charlotte cost sharing a new recreation facility was augmented by the Board to also include the feasibility of cost-sharing the Patrick Connors Arena in Blacks Harbour.

Three proposals were received for the Eastern Charlotte Feasibility Study. Preparation for the study took place including a gathering of documents, identifying key stakeholders and research into governance structure for cost sharing models across the province.

The Coastal Link Trail:

The Coastal Link Trail received \$1 Million in provincial funding from Tourism, Heritage and Culture.

The trail was also announced as one of the eleven New Brunswick Signature Trails.

The Coastal Link Trail study received an award for Special Research Study from the Atlantic Planner's Institute.

In the implementation of the Coastal Link Trail, the RFP was completed for Wayfinding and Signage. Key contacts were made to build connections with the trail community in Maine and New Brunswick. St Stephen, St Andrews and St George were engaged to begin the process of forming community trail committees to determine the best routes through each town.

Connections with The Great Trail and ACOA identified other sources of funding for the Coastal Link Trail.

Recycling Update – Trisha Dickerson

I have put together a video for you to see how our adventure went, with the help of some of our staff we have included some of our residents' feedback as well.

And now with recycling going so well we are now getting ready to move forward with our next education project, backyard composting. I have prepared for you some information on the green cone, this is the product we will be giving away during our educational program. As you can see this is not a composter, this is a waste food digester, a bit different from the backyard composters that most stores carry now, the great thing about this product is that it handles protein and dairy where regular composters do not. This can handle up to 10 lbs. of waste food a week during the summer months. We will be at the Kiwanis trade show again this year and will be using that opportunity to give away our first Green Cone.

We will be giving away a few others in the region as promotional tools to help support the education program and have talked to hardware stores and greenhouses in the area about anyone who would like to carry this as well. We don't want to be salesmen for the product, but we do offer to include their order in our shipment to help cut costs.

Our plan is to provide an education program on backyard composting, whether it is a product that is already carried locally, the green cone or a build it yourself composter. We have spoken with most hardware stores and will continue to chat with others, all so far are excited to participate with us and are happy to host our educational sessions.

We have also spoke with CHCO TV on again assisting this year as we had such success with their work last year and the money saver on building an insert with all our composting information.

As soon as funding is approved, we have two students who are ready to go to work for us and build a traveling information booth this year, these students will also continue to work with the recycling program and assist anywhere they are needed.

I will keep the board updated on the education programs progress as we go.

Executive Directors Report – Hollis Bartlett

Solid Waste:

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

2019 – 16,070 mt

2018 – 14,240 mt

2017 – 12,989 mt

Planning Division:

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

2019 – 22 Building, 4 Development

2018 – 15 Building, 12 Development

2017 – 7 Building, 6 Development

Internal Items:

Our White Goods Pickup program has started as of April 1 again. We have had several pickups already with more scheduled and anticipate a busy season again this year. The success of this program has earned the envy of other regions; we have heard that residents in Fredericton wished they had the same opportunity.

There will be an executive director's meeting on May 9 with a presentation from Recycle NB on PPP, as well as a discussion with UMNb on the same topic. There are plans for further discussions with solid waste managers and executive directors later in May on the PPP report and implementation strategies. There was a meeting of the South West New Brunswick Transit Authority Inc. Advisory Committee on Wednesday, April 17 with members from SWNBTAI, Maritime Bus, RDC, DTI and myself in attendance. It was determined that the grant from RDC will be exhausted by the end of May this year, and that no further funding is anticipated to be available, therefore Maritime Bus will cease operation in this region at that time. A full announcement is expected this week. No further meetings of the advisory committee are planned, however the SWNBTAI remains intact and I expect will meet in the coming weeks to determine what, if any further initiatives it will take.

The wage scale changes have been implemented, and all staff have been consulted individually on how they are impacted by these changes.

The Kiwanis Trade Show is coming up on May 3 & 4, and SNBSC will be taking part again this year.

Trisha has penned this blurb for publication and promotion:

“Southwest New Brunswick Service Commission is excited to join the St. Stephen Kiwanis 2019 trade show to talk to our communities about our services and solutions. We currently provide regional services; from solid waste management and planning to inspection services and community recreation. SNBSC is dedicated to providing effective and innovative solutions to issues that make a difference in our communities. For more information visit our website at snbsc.ca. Southwest New Brunswick Service Commission –Exceptional Services By Working Together.”

Date, Time and Location of Next Board Meeting:

The next meeting of the Southwest New Brunswick Service Commission will be Thursday, May 23rd, 2019 @ 6:00 pm in the Conference Room at Hemlock Knoll, Lawrence Station, NB.

Question & Answer Period with Public in Attendance

Adjournment

It was moved by D. Blair that the meeting adjourn (at 6:56 p.m.)