

**Southwest New Brunswick Service Commission
5749 Route 3, Lawrence Station, NB
May 23, 2019 @ 6:00 pm**

**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:

Glen Hawkins
Scott Boyd
Andrea Holland
Tracey Craig
Colin Simic – Presenter, Dillon Consulting Limited

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Analyst
Trisha Dickerson – Waste Reduction Coordinator
Michael Young – Solid Waste Manager
Tanya Herrington – Recreation Coordinator

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:00 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

19-42 It was moved W. Gamblin seconded by T. James that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

19-43 It was moved A. Townes, seconded by H. Hatt that the minutes that the April 25th, 2019 meeting be accepted as presented. CARRIED.

Eastern Charlotte Recreation Study Report

Colin Simic of Dillion Consulting Limited gave a detailed report / PowerPoint presentation on their findings. Discussion ensued, with both staff and members of the public asking questions and giving input. A copy of the DRAFT report is available, and was decided it will be distributed when it is no longer in DRAFT form.

Business Arising from Previous Meetings

Nothing to report.

New Business

Terms of Office – T. James

T. James informed the Board of a recent topic reviewed by the Executive Committee. The Chairperson, J. Wright, excused herself from the meeting as she felt there was a Conflict of Interest. Discussion ensued regarding Term of Office and if it would be beneficial to set up such a system within the Commission. It was decided that the opportunity was available every year at the Annual General Meeting for anyone on the Board to run for office, therefore not necessary.

19-44 It was moved by D. Blair, seconded by S. Walsh that this item be tabled until after the 2020 Elections. CARRIED, with A. MacEachern voting NAY.

Committee & Staff Reports

Recreation Update – Tanya Herrington

The Harvey Recreation and Wellness Council have been working to hire a recreation director. They had a meeting with Prince William and there seems to support to contribute to the new role, along with Manners Sutton. They had a meeting with Greg Evans to confirm the provincial grant and he mentioned there may be additional support if they want to have a recreation masterplan done since there are multiple communities collaborating on recreation.

Attended Recreation Conference in St John. Did a site visit of the St John Field House, which gave a good perspective considering the study being done in Eastern Charlotte. Also met some contacts that gave examples of cost shared facilities in NS, which I passed along to Dillon Consulting.

Reviewed Policies in Recreation Masterplan to create a strategy and work plan. In addition to doing an inventory of recreation facilities, an inventory of programs in the region would help to understand what programs are needed and which ones are declining in popularity. This will also serve as the foundation to create a directory.

Met with Dillon Consulting to receive the draft report for the Eastern Charlotte Study.

Coastal Link Trail

Work has officially begun on the trail in St Stephen. A pre-engineering study is moving ahead to determine the work needed to upgrade the Waterfront Trail.

A Trail Committee has formed in St George to determine the best route through town. An off-road segment was identified that aligns with the Spine and funds could potentially go to upgrading that trail.

St John Council passed a motion in support of development of the Coastal Link Trail and sent a letter to the Minister of Transportation expressing support of the project.

With regards to trails, I had mentioned at the AGM that the Trails Infrastructure Fund is now being distributed by the province. Greg Evans would be the contact for Charlotte County and Dominique Legault-Moore for York County. NB Trails is in a state of transition. They are still determining what their role will be in the province with greenway trails.

Contact Information:

Greg Evans, greg.evans@gnb.ca , 506-647-2319

Dominique Legault-Moore , dominique.legault-moore@gnb.ca , 506-440-8760

Recycling & Waste Reduction Report

Recycling number for the month of April are showing an average diversion rate of 12%, with LSD York being the strongest this month at 24% with Saint Andrews at 18% diversion. We are seeing some struggles in Campobello with only a 3% diversion rate, we will need to watch this and plan some information session in Campobello throughout the summer just to make sure our residents are comfortable with the program and answer any questions.

The ETF grant has been approved and we were awarded \$ 40,000 for our backyard composting education program. We have hired two students to assist this summer; both starting on June 24th. Ninety-five Green Cone Digestors have been ordered and plans to raffle them off throughout the summer in efforts to help our residents learn and participate in backyard composting.

In addition to this raffle, we will be setting up an information booth at local events, farmers markets and we have partnered with hardware retailers and greenhouses to set up our booth in their parking lots to talk to residents about how to compost, how to build their own composters and how to make use of the products sold in our area.

We had our first school visit this month, Vincent Massey Elementary School did their own fund raising for a field trip this year and chose to visit us over a two-day period. We look forward to hosting more visits if the schools would like to join us.

Roll out date of an updated computer app is June 1st, and will now allow our residents to receive email, text or phone call reminders for recycling, waste and any special collection notices. This will also allow us to send out notifications for schedule changes, possible break downs, holiday closures and if we see an area that is struggling in diversion, we can encourage the use of the app and send out educational information or simply a kudos campaign. We can determine our app audience based on area, age, and even street name. This will be helpful in recycling success and backyard composting program. The great part is that you don't have to have it on your phone to participate, residents can sign up for the reminders on the website and receive emails or phone calls. The update to the app has been included in the ETF request so any cost this year for the app will be covered by our ETF funding. We will be working on a roll out promotional plan and continue to promote this with CHCO TV and 98.1 to get the information out.

On a provincial level, the NB Waste Reduction Coordinators Committee also received an ETF grant and will be launching a social media waste reduction campaign focus on singled use plastics, such as grocery bags, straws and single use cutlery and proper recycling practices.

Financial Report – Winston Gamblin

W. Gamblin reviewed the April 2019 Financial Statements which were distributed with the meeting packages. He also informed of a housekeeping item, to move funds from the capital reserve to cover the cost of the compactor refurbishment, which was approved by motion at a previous meeting.

**19-45 It was moved by W. Gamblin, seconded by J. Tubbs that \$ 750,000 be moved from the capital reserve fund to the operating fund to cover the cost of the compactor refurbishment.
CARRIED.**

Community Policing Report – Carla Brown

The Community Policing Committee met on May 9, 2019. Chairman Frank Carroll discussed an open invitation to the upcoming Public Safety Committee Policing review engagement session. The meeting is set to take place on May 22 with the time and location to be determined at this time.

Mayor Ken Stannix presented the McAdam Village patrol program with the group, noting this was a volunteer program that was quite successful in the village of McAdam. The CPC hosted a round table discussion on CPC priority #4 (Options for Courthouse) and it was decided that further data would need to be collected to proceed with an actionable plan. Carla Brown will speak with the Honorable Andrea Anderson-Mason, Minister of Justice-NB and Attorney General to gather information and will report back to the group in September. The CPC will be returning to scheduled meetings in September 2019.

Regional & Collaborative Oversight Committee Report – T. James

Two members from Dillon Consulting Group were in attendance to update the committee on the Eastern Charlotte Recreational Feasibility Study. Project Status Report #3 was submitted for review.

Phase 1 and Phase 2 are now complete. All public engagement & consultation data and financial data was analyzed. Dillon Group recommends that Southwest New Brunswick Service Commission no proceed with the current Business Proposal provided by Eastern Charlotte Wellness Ad Hoc Committee until all gaps and risks are addressed, as the proposal is unsustainable in its current form.

A second meeting was held in May to review and discuss of the report submitted by Dillion Group. Discussion on creating an independent Recreation Board for Eastern Charlotte.

Action Items:

- Create a committee composition and bring recommendation to the Board
- Work with Dillion about the items missing from the study
- Gather information about the plebiscite question

Executive Directors Report – Hollis Bartlett

Solid Waste:

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

2019 – 21912 mt

2018 – 19440 mt

2017 – 17950 mt

Planning Division:

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

2019 – 47 Building, 12 Development

2018 – 25 Building, 17 Development

2017 – 12 Building, 9 Development

Internal Items:

An Executive Directors meeting was held on May 9 & 10. Several topics were discussed:

The Rogersville project; there was a movement to create a greater rural community in the Rogersville area. They held 29 public meetings over two years that held positive momentum at first. Ultimately, towards the end of the process a negative conversation took over, largely on social media. The plebiscite vote ended in a strong no. The takeaway from ELG was that these projects are difficult to achieve, with over half failing in the province. The successful ones seem to contain unique elements that bind the communities in question together – example, Campobello, where they were all on the same island.

Paul Jordan, Planning Director for the Province in attendance. He presented Minimum Standards in planning, development and building inspections in the Province. There is a working group that has been diligently putting together statistics for the Province and will be producing a final report with recommendations in the very near future, with the intent that these standards become legislation.

PPP – Recycle NB were in attendance and gave a presentation on the state of PPP in New Brunswick, followed by a discussion. The RSC solid waste managers were also in attendance and had an extended meeting previously on PPP. UMNb were also in attendance to talk about PPP and what that might mean for municipalities.

Recycle NB is at the end of its work on PPP and is at the stage of handing it over to whoever is going to implement in New Brunswick. Our discussion proposed by the solid waste managers and concurred by the executive directors were that the RSC solid waste managers were the best group to go forward with this, as they are the group responsible for all solid waste and recycling in New Brunswick.

There was a presentation by Public Safety about the upcoming Provincial Policing consultations taking place across the province. We have one scheduled for May 22 in St. Andrews.

Other discussion was around what other RSCs are doing, current challenges and so forth.

I have been in contact with DTI and am working towards the possibility of obtaining suitable property for a new Planning office. We have also collaboratively been putting together a design for the new building that will be cost efficient, allow for growth, environmentally friendly, and very functional. This will allow us to put together a good cost estimate for the project in time for budget discussion later this year.

Falls Construction is back on site to complete their part of the leachate treatment system upgrade.

Vibrant Communities is bringing John Norman to St Andrews in June. John Norman is the Mayor of Bonavista, Newfoundland, a town that under his mayorship is experiencing unprecedented growth at a time when most towns in Newfoundland are on the decline. I would encourage all municipal leaders to attend this event and will be forwarding details as they come available.

Date, Time and Location of Next Board Meeting:

The next meeting of the Southwest New Brunswick Service Commission will be Thursday, June 27th, 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 8:20 p.m.)

Minutes reviewed and signed by:

Hollis Bartlett, Executive Director, SNBSC