

Southwest New Brunswick Service Commission
5749 Route 3, Lawrence Station, NB
June 27, 2019 @ 6:00 pm

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
Sam Walsh – LSD St. Patrick

Conference Call:

Brett Newman – Rural Community of Campobello

Members of the Public:

Ellamae Hanley
Heather Chase
Carla Geldart
Ron Rowe
Bruce Messer
Kathy Curtis – Alternate

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Analyst
Alex Henderson – Planning Director
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 one member on conference call, thus a 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

19-46 It was moved C. Cooke seconded by A. MacEachern that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

19-47 It was moved T. James, seconded by H. Hatt that the minutes that the May 23rd, 2019 meeting be accepted with one correction. The word “not” replacing “no” in the RCO Report. CARRIED.

Social Development Pilot Project

H. Chase & C. Geldart gave a presentation informing of an Integrated Case Management Pilot Project. The goal is to design and test a new approach for delivering holistic, seamless and coordinated services to a targeted group of clients with multiple social needs. The public is interested in a one-stop shop, a full needs assessment, access to services and resource information and support to navigate the system.

Business Arising from Previous Meetings

LSD Member Jim Stuart is no longer on the Board.

New Business

EMO Coordinator Discussion – Jim Tubbs

Over the past two months I have become concerned that we, as a Region, may not be adequately prepared to respond effectively in the event of a major emergency incident. This is not a criticism of any individuals but rather a sense that there is a disconnect between planning, responsibilities, resources and response in a true emergency may exist.

The flooding along the St. John River this year, and last, raised the issue of how municipal and regional responses may vary from jurisdiction to jurisdiction even when the threats are the same. The question of who has authority is not always easily answered and residents of LSD's can find themselves in a limbo situation for immediate solutions.

I believe the Regional Service Commission needs to become more active in emergency response planning, preparedness and training. The role of the RSC system lacks authority, unless mandated specifically, in any support or training of staff to respond in emergency situations. It is interesting that our planning office has produced a pamphlet about adapting construction practices to meet climate change, but our planners have not had training on how they might be able to assist in a climate related emergency.

In November 2018 Region 10 received its own, full time, Regional Emergency Management Coordinator. Since then he has reported to this board only once. I believe we should arrange for the REMC to report to the board on a regular basis (semi-annually minimum) and to have him meet with the Ad Hoc EMO

committee monthly. The board should be prepared to raise relevant questions and issues about plans, responsibilities, authorities, resources (both human and material), obligations, training, vetting, registries of vulnerable persons, evacuations and other local issues. As an example, the 2017 Ice Storm report made 51 recommendations, but no updates have been issued as to which have been enacted, which are still under consideration and which will not be addressed. 16 of those recommendations relate directly to the issues mentioned above.

This is only a discussion document and no action is expected or required at this time. It is, however, important for Board members to decide whether this Commission has a role in the delivery of emergency management operations and if so, what the role should include. Attached are a list of issues I feel need to be addressed, the Recommendations of the 2017 Ice Storm, the responsibilities of municipal officials and the responsibilities of the Regional Emergency Management Coordinator.

Issues to be Addressed

- Do we want to officially acknowledge the role of RSC in emergency management?
- Should EMO be an RSC standing committee rather than an Ad Hoc Committee
- The recommendations of the 2017 Ice Storm need to be reviewed with the REMC
- The Members of Regional and Municipal Emergency Action Committees should be identified
- Should LSD Chairs have a role in Regional Chain of Command
- Who needs Emergency management training and how will they get it
- Are there clear definitions of areas of responsibility?
- Has enough identification of available resources (human and material) been done?
- Have directories of vulnerable persons been created and are they inclusive and up to date
- Do we need regular updates on planning and preparedness at the Regional level?
- Do the Regional Emergency Operations Committee members and the Regional Emergency Management Coordinator have adequate situational awareness of dangers and hazards within the area

Coordinators (REMC) and Regional Emergency Action Committees (REAC). This includes:

1. Developing and implementing regional plans and procedures for an integrated regional response to emergencies.
2. Assuming direction and control as authorized by the director of NBEMO:
 - a. Only when municipal or local authority does not exist;
 - b. Only when municipal or local authority requests and the Minister of Justice and Public Safety authorizes direct action;
 - c. Only when the event is of such magnitude that it is clearly beyond the capability of local authorities; and
 - d. Only when the action required in dealing with the emergency rests with the province or a department, e.g. large-scale health or environmental emergency.

In discussions with local government officials during the consultations for this review, it was clear that many felt that they did not have enough people with enough training to adequately carry out their responsibilities associated with planning or implementing emergency plans. Some felt that the training, which is often carried out in NBEMO's Fredericton facility, is difficult for them to access because of the time required to be away from home and the associated costs of travel. The NBEMO after-action review report describes well the view that NBEMO should review its training

regime to determine how more training sessions can be offered in the regions where they will be more accessible. Training at the local/regional level would also help ensure that local responders are familiar with how best to employ the equipment and resources at its disposal. It should be added that NBEMO must also ensure that training is appropriately available in both official languages. It should be noted that the ice storm happened only eight months after a municipal election. As such, several new mayors/councillors had not yet received training with respect to emergency measures.

Committee & Staff Reports

ONB Update

Opportunities New Brunswick has been asked to do its part to help balance the provincial budget. For the last number of months, they have been working on a plan to operate with less money while aligning with new priorities of government. This has led to some changes in staffing throughout the organization. In all, 24 staff positions have been affected, including members of our community development division. Most employees have been reassigned to open positions in government departments or other agencies. We understand that many of these community development staff were working in support of projects important to you. Be assured that Opportunities New Brunswick has staff located in regional and satellite offices throughout the province that will continue to support local businesses. In the weeks and months ahead, they will be looking to identify gaps in services and seek solutions to bridge them in support of our renewed focus on growing the private sector in New Brunswick.

Recreation Update – Tanya Herrington

I drafted up a potential agreement for cost-sharing between Harvey, Manners Sutton and Prince William. The draft was based on the Kent North agreement. The Regional Service Commission could potentially assist in the agreement if the involved parties find it beneficial. It should be noted that plans to move forward for a recreation director have been paused, as half of the members of the Manners Sutton Advisory Committee wish to see further details on what the allocated \$30,000 goes towards for the Harvey Community Centre.

Tours of recreation facilities in the region have begun. We've developed a different method of rating the facility. The following information is being collected:

- Owner of facility
- Seasons of use
- Average use time (hours per week)
- User groups
- Booking method
- Facility deficiencies
- Cost of repairs needed to bring facility up to standards
- Regular maintenance cost
- On a scale of 1-10 meets expectations

This information should assist in understanding common regional needs, which could lead to a regional strategy to implement a solution. This information will also assist in seeing recreation trends in the region. In Eastern Charlotte we're collecting more detailed information on the average use time of facilities, which will assist in the recommendations from the study.

Another important assessment for facilities is accessibility. Para NB does assessments for accessibility for free. We've developed a list of facilities we'd like assessed. I will be scheduling a day in July when they do the assessments.

I completed a final review of the Eastern Charlotte Feasibility Study. Dillon Consulting addressed all the items brought forward by the RCO. An overview of what SNBSC requested and how the study addresses the item is attached.

Coastal Link Trail

I applied for the Federal Gas Tax Fund to see if the project would qualify for funding. The funding would primarily go to resurfacing rural roads and increasing the shoulder for active transportation.

Three proposals were sent in for the Wayfinding and Signage study. The following companies applied: Dillon Consulting, Form Media, and Glenn Group. A review of each proposal was conducted, and a committee meeting will choose the successful candidate on June 20th. I should be able to report the chosen company at the June 27th board meeting.

Since the meeting with the four Ministers we've been waiting on DTI to confirm what standards need to be applied to have active transportation on the chosen rural roads for the trail. They returned our call in the middle of June and said they would send us an outline by the end of June. It will be sent with the understanding that a shared-rural-road policy has yet to be released from the department.

19-48 It was moved by T. James, seconded by C. Cooke that the Eastern Charlotte Recreation Cost Sharing Feasibility Study done by Dillion Consulting be accepted as presented. CARRIED.

F&A Committee Report – Winston Gamblin

RBC Dominion Securities will not be making any asset allocation adjustments to the portfolio at the current time. As stated, although the IPS is quite restrictive, it is difficult to complain when we are well ahead of the long-term rate of return objectives of the account.

The account will continue to be rebalanced in accordance to the IPS parameters as necessary.

The committee has committed to more consistent and structured reviews. Regardless of the restrictions within the IPS, a more consistent review process will allow the committee to be more engaged in any potential adjustments in the closure fund.

Claudette will forward this year's contribution cheque to the account.

We have updated our calendars for the next semi-annual committee meeting on October 15th, 2019.

Financial Report – Winston Gamblin

W. Gamblin reviewed the May 2019 Financial Statements which were distributed with the meeting packages.

PMC Report – Dennis Blair

Briana Cowie, Climate Change Program Manager with Eastern Charlotte Waterways returned to do a presentation on adaption planning & climate change and the effect that future flooding and the rise of water levels will have on our region. She will return to the committee in September for an update and to get some feed back from the group.

Alex Henderson presented some ideas regarding Regional Transportation. Some ideas and points were:

- looking at standards for subdivision with culverts in private access and public road subdivisions,
- active and motorized transportation plan,
- public transportation for municipal and rural use,

- need to come up with a regional strategy.

Hollis provided some information on Compressed Natural Gas from the Landfill that could potentially be used for heating buildings and fueling vehicles.

Alex gave a financial update and stated that \$7,800 that was listed in the Actual Jan-May 2019 under Information Technology was for Corporate not Planning.

HR Committee Report – Wade Greenlaw

Nothing to report.

Executive Directors Report – Hollis Bartlett

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

2019 – 28869 mt

2018 – 25642 mt

2017 – 23648 mt

Planning Division:

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

2019 – 78 Building, 27 Development

2018 – 42 Building, 30 Development

2017 – 21 Building, 21 Development

Internal Items:

- I have had further discussions with DTI concerning property for the potential new Planning office and have forwarded an information package to them. The discussions have been positive. They have indicated that the land acquisition process will take a few months to complete.
- We had been working with Tara (ONB) on starting a regional housing study, something which would prove very useful in addressing gaps in inventory in our region with the intention that it would become a tool to assist developers in identifying the needs as well as assist in obtaining funding for housing projects. With the demise of the ONB position that project is currently on hold.
- The recent litigation case against us by a former board member has now concluded. We do not have a decision yet from the judge as of the writing of this report.
- Our Waste Reduction Coordinator, Trisha is away on vacation but has provided a report included with your package. Some highlights include an average diversion rate of 13% for May, the upgrading of our online app that now includes garbage and recycling pickup reminders, an update on the backyard composting program, event bookings for promotion this summer and several other updates.
- Our website, snbsc.ca has been totally rebuilt and is now live. It is “responsive”, meaning it works well on computers, tablets, phones and any other device. It is accessible for visually impaired (works well and logically for screen readers) and optimized for search engines. We are tracking all visitor statistics now. I have also gained back control of the old domain, swswc.com and redirected any traffic still going there to the new site. The waste collection calendar is also included on this new site.
- Construction is back in full swing both by Falls to complete their portion of the leachate treatment upgrade and our own staff for cell construction. We are working with less staff this year as we did not hire any seasonal operators and have had some staff out on medical and other leave, and we are dealing with a bigger volume of waste than we’ve ever had in the past. That said, the job is still getting done and we are not in a bad position, thanks to dedicated staff. We are still in a good position construction wise on the new cell and are on track to have it ready in time before we need it.

- Even with reduced staff, we are still picking away at the public drop off site when possible. This could work out well as there is going to need to be some capital spent here to complete it, which we will discuss in the 2020 budget.
- Mark and I have started some preliminary work on the 2020 budget and are aiming to be able to work with F&A to have a prepared budget to go out in September for municipal review in anticipation of hopefully passing the budget at the November board meeting.

Date, Time and Location of Next Board Meeting:

19-49 It was moved by A. Townes, seconded by W. Greenlaw that the next meeting of the Southwest New Brunswick Service Commission will be Thursday, August 22nd, 2019 @ 6:00 pm in the Conference Room at Hemlock Knoll, Lawrence Station, NB. T. James voted NAY. CARRIED

Question & Answer Period with Public in Attendance

Bruce Messer spoke of the double taxation issue. The Chairperson informed that this is a Provincial issue and not an RSC one. With the Board agreeing it is definitely an issue and would support for any positive changes in the present set up.

Adjournment

It was moved by D. Blair that the meeting adjourn (at 7:37 p.m.)

Minutes reviewed and signed by:

Hollis Bartlett, Executive Director, SNBSC