

**Southwest New Brunswick Service Commission
5749 Route 3, Lawrence Station, NB
August 22, 2019 @ 6:00 pm**

**BOARD MEETING
MINUTES**

Board Members:

Joyce Wright – LSD Denis Weston
Jim Tubbs – LSD Dumbarton
Heather Hatt – LSD Fundy Bay
Kathy Curtis – LSD Manners Sutton
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
Sam Walsh – LSD St. Patrick
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:

Kathy Bockus – ED, MLA Greg Thompson’s Office
Glen Hawkins – ED, MLA Andrea Anderson Mason’s Office
Dan Deklava – Management Coordinator - EMO
Will Seely – ED, Hon. Jeff Carr’s Office
Hon. Jeff Carr – Minister of Environment and Local Government

Staff:

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

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:02 p.m. She indicated that there were 15 members in attendance, 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

19-50 It was moved W. Gamblin seconded by T. James that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

19-51 It was moved D. Blair, seconded by A. Townes that the minutes that the June 27th, 2019 meeting be accepted as presented. CARRIED.

Guest Speaker – Dan Deklava

Mr. Deklava gave a PowerPoint presentation regarding the Ice Storm Review 2017 Action Plan, with 95 separate recommendations incorporated in three review documents.

The Executive Director asked if a new location for the EMO office, with Dan responding that he was unsure of the status of the St. George office, and would investigate further.

Guest Speaker – Hon. Jeff Carr

Hon. Carr spoke on a variety of topics including; Regional Policing, property tax reform, a review of the RSC's and their boundaries, community composting piles, shared services with fire protection and sharing ice services and rinks.

Heavy Industry Tax reform was discussed at length with the most concern shown for gas tax refund and how it is distributed.

Mr. Walsh raised the issue of true cost of services. Discussion ensued between members of the Board and the issue of property taxes and the fairness of the present evaluation process.

Mr. Stannix voiced his concerns with the PPP recycling program, noting this region has lost \$ 400,000 last year a on nebulous program. Packaging and Printed Paper (PPP) make up a large part of residential waste. In New Brunswick, municipalities cover the costs of recycling or disposal. In some provinces, industry covers a large portion of those costs through Extended Producer Responsibility (EPR) programs. Manitoba, Ontario, Quebec and British Columbia have industry-funded EPR programs in place, while Saskatchewan has one planned.

Ms. James asked the Minister to not let the Recreation Plan go to a plebiscite. The Minister has the power to make the decision and Ms. James requested he do so.

Business Arising from Previous Meetings

None to report.

New Business

The Executive Director recently emailed a copy of the study done in the Bathurst area regarding Regional Policing. Ms. James requested staff look into consulting costs and perhaps include in the 2020 Budget. Mr. Stannix expressed his concerns about not the lack of officers, but the lack of ability of the police forces to act.

Staff was asked to bring forward estimates for consulting costs to the next meeting.

Committee & Staff Reports

Recycling & Waste Reduction - Trisha Dickerson

Recycling number for the month of June and July are showing an average diversion rate of 12%, The big diverting communities still are Manners Sutton and Harvey with 23% in June and 25% in July. In keeping a close eye on the extra garbage in the week after recycling we seem to have settled down and based on so far in 2019, we are averaging around 10% extra garbage week after recycling.

The calendar app is still being used frequently, we now have over 250 reminders set up for households and over 1700 people checking the calendar for dates. As a whole we are getting about 150 schedule views each week which is over 50% more than the metrics forecasted for our region. So, I am glad to see the web app is showing such success early on. We have had quite a few questions on if a new magnet will be sent out, since we are not doing another magnet this year, this gives us an excellent opportunity to promote the webpage app. Wall calendars are valid until Jan 2020 and new calendars will be available late fall.

The backyard composting program has been all over so far this summer, we have to date been at over 30 different venues in all areas. We teamed up with 98.1 for an interview and contest, and so far we have given away over half of the 95 Green Cone and are currently running a Facebook contest set to end on August 30th for those individuals who cannot get to our information booth. The feedback on the green cone has been nothing short of amazing, but what I am amazed with most is the amount of people who are already composting and come chat with us about how to make their compost better or to just learn a bit more on how to streamline the process they have now. We did see one Green Cone on the buy and sell, but you will be happy to know they are all branded with our logo so that reselling is a bit more difficult, the sad news is someone was selling theirs, the good news is several people wanted to buy it...so the interest in the program is high

We have started our recycling audit and are working those numbers now, once the audit is complete, I will report the numbers to the board at the September meeting, so far, the participation rate is going well. What we are doing is taking a sample of all areas and averaging the participation rate as whole. This will not be a completely accurate number, as we have no way of truly knowing if some households are using their carts every other month, if they don't use it at all or if they simply forgot the day we audited their region.

The only accurate number we can pull is the tonnage and we do that each week for each region. Tonnage for each region in the last 11 months are as follows.

Area	Recycling Tonnage Sept 2019-July 2019	Tipping Fee Savings
St. Stephen (T)	113	\$10,396.00
St. Andrews (T)	64	\$5,888.00
Campobello	25	\$2,300.00
LSD Charlotte County	215	\$19,780.00
LSD Fero	133	\$12,236.00
St. George (T)	36	\$3,312.00
LSD Manners Sutton/Harvey Village	56	\$5,152.00
Total	642	\$59,064.00

Recreation Update – Tanya Herrington

I met with Ken Reid who is interested in seeing a trail developed in Western Charlotte. There's quite a bit of work to be done to see the project come to fruition, but a lot of research has been done to support the validity. The next steps would be to host a community meeting, which Ken would lead. I've offered support by providing contacts with other trails groups and have suggested a couple of potential funding sources.

I also met with the Chamcook Watershed Association because there was expressed interest in trail development. There is a bit of challenge with the existing former rail-line crossing over private property, so the discussion about trail development brought up concerns. The next steps, which I'm looking to support, is a community meeting, hosted by the Chamcook Watershed Association, to discuss trail development and how to alleviate the current challenges that exist.

In working with Harvey and Manners Sutton to see a shared Recreation Director hired, it was identified that there is a barrier to accessing the Provincial funding (Recreation Development Assistance-Component 3). The guides for Local Service Managers say that money from Local Service Districts cannot be allocated to salary positions. Since Component 3 is encouraging the partnership of LSDs and Municipalities to support a salary position for a recreation director, but there is policy in place that prevents that this needs to be further investigated

In doing tours for the recreation facility inventory it was identified that St George has assisted in reopening Canal Beach. Canal Beach is in the St George LSD. This is a wonderful recreation asset for the region and one that is needed. In the Recreation Masterplan and in the Eastern Charlotte Study it was identified that swimming (both indoor and outdoor) is a popular activity in Southwest NB. There is quite a bit of work that could be done to improve Canal Beach. A proposal will be sent to try and access the Federal Gas Tax fund to see work move ahead to update this important recreation asset. Since St George LSD does not have an Advisory Committee, I've received support from the LSM to send in an application.

I worked on the composition for the Eastern Charlotte Sub-Regional Recreation Facility Board, basing it on the existing Kent North model, with modifications based on the Harvey Wellness Committee. The Harvey group has participation from the schools and Horizon Health, which has been beneficial. With the approval of the RCO, work is underway to begin forming this Board. Communication has gone out for members to choose a representative by the end of August. Once the Eastern Charlotte Board is established work will begin to see sub-regional boards form around the St Stephen High School Catchment area and the Sir James Dunn Academy. These boards will be the starting point for discussion around what cost-sharing looks like for their sub-region. I have met with a few recreation groups to better understand the challenges around accessing school gymnasiums for community recreation use. I also met with Campobello to better understand the challenges they have as well. In our region, with three islands and several small rural communities it is imperative that there is proper access to schools, and in some sub-regions there are systems in place that are working well and some that are not working well. I will be meeting with the district to discuss some of those challenges and see if the Regional Service Commission can be part of the solution in any way.

Coastal Link Trail

Community meetings hosted by Fathom Media were held in St Stephen, St Andrews and St George. This was for the Wayfinding and Signage study that is currently underway. Key landmarks and sites were identified by meeting attendees. There was great attendance despite the meetings being held in the middle of the summer.

Regional & Collaborative Oversight Committee Report – Terry James

Discussions ensued on a variety of topics;

- Increase in diversion/recycling
- Backyard composting education
- Program going, booked most of summer
- St. Andrews location is a challenge (Set up at Town Office)
- Green cone give away is going well
- Recycling audit for next week
- Eastern Charlotte Rec. Study – Tanya Herrington
- Recommendations – 11.3 of report (pg. 103)
- Proposed Composition of Eastern Charlotte Recreation Board
- Member discussion on UMN bringing a resolution for cost sharing by zone
- Review of work schedule
- Discussion on gas tax funds for LSD's coming through RSC

Action Items:

- Invite Minister Jeff Carr to RCO meeting ASAP

19-52 It was moved by T. James, seconded by C. Cooke to accept board framework as proposed and direct Recreation Implementation to assemble a board. CARRIED.

HR Committee Report – Wade Greenlaw

Nothing to report.

Technical Advisory Committee Report – Winston Gamblin

Lindsay MacKenzie of Stantec gave an update on the Leachate Treatment Upgrade Project. Lindsay gave the schedule update on the progress of the project, the project budget, and progress claims. The overall project is on schedule, but the Retention Pond portion of the project is currently 18 weeks behind schedule. This project was scheduled to be completed by Falls Construction in 2018, but has weather delayed the project until the spring of 2019. Further weather problems have stalled progress on the pond and due to an extreme weather event on July 10th the partially completed section sustained damage due to high runoff flows. Falls Construction has engaged an outside engineering firm to assist them with a plan to remediate the pond. The TAC suggested that we seek a third party to review the pond problem and suggest remediation alternatives with estimated costs. Mike will contact Gemtec to get a budget to perform this work.

The tender has been put out for the supply and install of the lift station and aeration portion of the project. The tender was to close in time for the results to be reviewed by the TAC but problems with posting the tender has pushed the closing date to Aug. 23. The intent was to have a recommendation and a motion for the Commission at the August meeting. Due to long lead times in ordering the pump components it was suggested that the Commission allow the TAC to review the engineer's recommendation and approve the bidder as soon as it becomes available. If the engineer's recommendation is 15 to 20% over the engineer's estimate or special circumstances arise, the TAC will not approve the bidder and return to the Commission for direction.

The final portion of the Leachate Upgrade Project, the filter, will be completed in 2020.

Mike Young gave site updates on Cell 11, Landfill Gas Well installation as well as other inhouse construction projects for the summer of 2019. Cell 11 clay liner is complete and waiting for HDPE that is scheduled to be installed by Atlantic Polyliners in the next few weeks. Once the HDPE is installed the drainage layer and piping can be installed.

The landfill gas wells will also be installed in the next few weeks. The LFG project is a collaboration with the other landfills and has provided significant savings. This project will be ongoing for the next few years with the piping, as well as interconnections with the existing system and re-commissioning of the flare stack.

The new public drop off is coming along with the land cleared as well as entrances constructed.

General site works such as waste placement and capping is going well. Our rebuilt landfill compactor is operating well, although a few small leaks developed in the first few weeks. These problems were corrected by the Dealer.

Mike passed out the 2018-year end water quality report for review. Abigail Garnett of Gemtec will be coming to the next meeting to present the report and answer questions. Stan brought up the topic of micro plastics for discussion. TAC had a short discussion on the topic and would seek information on the topic from Abigail at the next meeting.

19-53 It was moved by W. Gamblin, seconded by J. Tubbs to hire a consultant to review the Retention Pond failure and recommend remediation, with a budget of up to \$20,000 plus tax to do this work and produce a report. MOTION NOT CARRIED. FIVE YAY, 10 NAY.

F&A Committee Report – Winston Gamblin

The Finance & Audit Committee met to do a comprehensive review of the 2020 Budget.

The Regional and Collaborative Oversight Committee have two meetings planned for September. After reviewing their recommendations, the F&A Committee will finalize the budget.

Mark will make the suggested adjustments and will present a draft budget at the September meeting.

Summary for Report:

Work on the 2020 Budget is ongoing.

An amendment to the following motion made May 23, 2019 needs to be made to reflect the actual cost of the compactor refurbishment.

Original Motion:

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.

19-54 It was moved by W. Gamblin, seconded J. Tubbs that motion 19-45 be amended to read \$ 747,897.28 be moved from the capital reserve fund to the operating fund to cover the cost of the compactor refurbishment. CARRIED.

Financial Report – Winston Gamblin

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

Executive Directors Report – Hollis Bartlett

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

2019 – 40796 mt

2018 – 35513 mt

2017 – 33144 mt

Planning Division:

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

2019 – 110 Building, 85 Development

2018 – 91 Building, 49 Development

2017 – 48 Building, 38 Development

Internal Items:

- Our board room has received some minor updates. These updates will facilitate video conferencing and provide a better meeting experience in general. Meetings will be recorded by video now instead of just audio, something that became apparent as an advantage during recent legal proceedings.
- Our construction season has gone according to plan, even with reduced staffing levels. We have had a

setback in the new surge pond; a sudden and intense rain storm at the very wrong time caused significant damage (which wouldn't have occurred had the pond been complete). The contractor doing the construction has insurance to cover the damage, however it will delay completion of the project.

- There has been no further movement on possible land acquisition from DTI for the proposed new office at the time of this report, but follow ups are planned.
- There is still no decision information about recent litigation against us.
- 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:

The next meeting of the Southwest New Brunswick Service Commission will be Thursday, September 26th, 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 8:38 p.m.)

Minutes reviewed and signed by:

Hollis Bartlett, Executive Director, SNBSC