

**Southwest New Brunswick Service Commission
5749 Route 3, Lawrence Station, NB
September 26, 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:

Darren McCabe - DOELG
Three guests

Staff:

Hollis Bartlett - Executive Director
Claudette MacLean - Corporate Analyst

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 6:01 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

19-55 It was moved C. Cooke seconded by J. Tubbs that the agenda be accepted with T. James requesting the addition of an in-camera session directly following the meeting adjournment. CARRIED.

Adoption of Minutes

19-56 It was moved A. Townes seconded by H. Hatt that the minutes that the August 22, 2019 meeting be accepted as presented. **CARRIED.**

Business Arising from Previous Meetings

None to report.

New Business

None to report.

Committee & Staff Reports

Executive Directors Report

Solid Waste:

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

2019 - 46644 mt

2018 - 40482 mt

2017 - 38790 mt

Planning Division:

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

2019 - 139 Building, 117 Development

2018 - 113 Building, 55 Development

2017 - 51 Building, 46 Development

Internal Items:

- Our Planning department is busier than ever before. As you can see from the above totals for 2019 versus

previous years, permit numbers are way up. Much of this is attributable to enforcement activities, driving

permits where they may not have been acquired in the past.

- Cell construction has gone well and according to plan. We have had a good season weather wise. The new

cell now has liner installed and is approaching final stages.

- We had several new gas wells drilled into the landfill in August that were included in this year's budget. We

were able to save about \$50,000 by doing it at the same time as other landfills, reducing mobilization

charges. The installation went according to plan without any issues. The new wells are of a different design

than previous wells with a much larger bore, meaning we should be able to realize much better production.

Note that it's only the wells that have been installed, we have yet to connect them to anything.

- There have been delays on fixing the damage to the new retention pond caused by the July 21 rain event,

and as of the writing of this report remediation and reconstruction have yet to start. This delay has been

caused by many factors but comes down to the contractor and the liner sub-contractor in dispute over the

process and liability. We have received 2 schedules from the contractor so far, neither of which have been

followed. As of the writing of this report, we have now officially notified the contractor that they are in default of performance, meaning that we will relieve them of finishing the contract in short order if the situation isn't resolved. We still have 15% hold back on funds they would be owed for the contract. At this point we do not have confidence that the project will be completed in 2019 and have made contingency plans to deal with the site for the winter as it is, with a couple of modifications by our own staff. All additional costs for this are being accounted for in the case that we make a claim against the contractor.

- There was a tender out for another piece of the treatment project that we have now cancelled (pumping station), as it cannot be completed until the retention pond is (it would be in the way). We had received a single bid for the project, however it was too high and far off the engineer's estimate to consider anyway.
- 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.

Regional & Collaborative Oversight Committee Report

Trisha gave an update on the past full 12 months with the new program. Currently participation is between 65% and 85% within the different communities, with an average participation rate of 77%. Over 700 tonnes have been recycled by our residents over the past year. The new app is going some traction, and new campaigns will be started through the app. Fero will now be taking all recycling, not just cardboard at schools in the region.

Tanya updated the committee on the Eastern Charlotte initiative, and is looking for candidates involved in recreation for the Eastern board. Candidates will be presented to the committee at a later date. There was some discussion about the composition of the board itself, with the note that it will be a steering committee with a defined purpose and end point.

Hollis presented the proposal from Catalyst Consulting that the Chaleur RSC decided to go with as a reference in the event that this RSC decides to do the same. He also presented some other possible sources for studies, and suggested that the budget would be similar as the nature and scope of work of the study would be close to Chaleur.

Discussion for RSC Board:

Is there interest in pursuing a policing study to investigate and cost alternatives to the current

RCMP service provider for the region? The cost would be approximately \$50,000 which would have to come out of the Cooperative & Regional Planning budget at an estimated tax increase of

\$0.002 per \$100 of assessment.

Community Policing Report

The Community Policing Committee met on September 12, 2019. The CPC was joined by Superintendent Lucie Dupois to update the communities on the current delivery of the RCMP quarterly report. This report, which was once delivered in person to all municipality's council meeting, will now be delivered electronically and presented in person only at the CPC meeting. This was to ensure that the report is delivered as efficiently as possible in the region. She noted that this will have not impact on communications or relationships between the RCMP and the municipalities. An open discussion between the public and the RCMP took place where it the RCMP spoke of the importance of reporting all issues and concerns. This allows the RCMP to form an accurate database to ensure areas of concern are getting proper support. Chairman Frank Carroll invited all public to a special EMO presentation tentatively planned for October 10, 2019. The next schedule CPC meeting will take place November 14, 2019.

HR Committee Report

Over the last 6 months the HR committee has met a number of times. The committee has reviewed and done verification on the implementation of the Wage study adjustments approved earlier this year by the board. Some minor anomalies were noted and addressed by the Executive Director. This will have a slight impact on budget and will be quantified and presented by the ED. We have developed and have the new ED Employment Contract being reviewed by the ED and when that is completed it will be presented for recommendation to the board at an in-camera session in October. We have also been monitoring other activities and have been providing intrusiveness and oversight to the operations of the RSC, both Solid Waste and Planning. We have been following up on the implementation of the Performance Management program and all reviews to establish baselines are required to be completed by the end of September. We have reviewed and will provided some recommendations to the by-law committee for updates to the bylaws which would be reviewed by the board once vetted by that standing committee. We reviewed recommendations from the Executive Director to a process improvement initiative and the Planning Director for additional classifications to be added to the current wages structure to help facilitate succession planning and development of personnel due to the pending retirement of a senior employee. As a result of these improvement initiatives, the HR committee would like to make a recommendation:

1. That a budgetary amount of \$120,000 be added to the 2020 operating budget for the potential hire of a Process Improvement Specialist (Engineer) to look at a variety of current

practices at the Solid Waste Operation to determine more effective and efficient processes. A formal request for a competition and details would be presented to the HR committee and approved by the board prior to any individual being hired. This is strictly to get it into the budget.

2. A Motion to add classifications to the current Pay structure to allow for development of personnel for succession planning. This is projected to have no impact on the budget due to the retirement of one individual.

Note these positions would not have automatic progression to the high wage levels. In addition, these positions would only be staffed by one individual and only when the incumbent retires.

19-57 It was moved by J. Tubbs seconded by A. Townes that the addition of the classification and job description of Junior Development Officer to Level 4 of the current wage structure and add the classification and job description of Junior Planner to level 6 of the current wage scale.

MOTION CARRIED WITH TERRY JAMES OBJECTING TO THE MINUTES OF THE HR COMMITTEE MEETING.

Planning Management Committee Report

Hollis and Alex presented a proposed budget based on what is currently in place (without new municipalities and without Don retiring or hiring new position).

Planning Revenue is down due to Grand Manan, Hollis is communicating with the Province to get this money back.

McAdam and Harvey are bringing in some revenue to alleviate the loss of Grand Manan.

Development Officer levels will be looked in the future.

Action Items:

Give member municipalities the dollar amount increases.

Get a list of all in attendance from past meetings for Dennis.

Everyone is to compile a list of days that would work best for meetings and send to Dennis and Alex.

Doug Naish asked it be recorded in the minutes that having a surplus in different silos is not the right way to do business.

Finance & Audit Committee Report

Winston Gamblin presented the report included in the package.

19-58 It was moved by W. Gamblin seconded by D. Blair that the board accept the recommendation of the Finance & Audit Committee to distribute the 2020 budget for the 45-day review period as required for municipalities and rural communities and the Minister in the case of LSDS. CARRIED.

Financial Report

Winston Gamblin presented the financial documents included in the package.

2020 Draft Budget Presentation

There is no significant change anticipated for Worksafe premiums or health care costs for 2020. Salary ranges were increase by 2% for cost of living for budget purposes; the board may vary this number later on.

Solid Waste

There is a decrease in forecasted income from region 10 members due to recycling diversion, however we are forecasting an increase in overall revenue from solid waste, partially due to increased tipping fees for foreign and other RSC waste, and partially due to increasing volumes from these and ICI waste. Tipping fees for foreign and other RSC waste have now been brought into range of what our region's residents are paying (less the cost for recycling), however due to the lower costs of operating the new recycling program, tipping fees for our region will remain unchanged. There is a significant second previous year surplus that has been included in revenue, slightly larger than last year. Along with this increase in revenue is an increase in solid waste expenditure, attributable to general cost of living and merit wage increases, as well as the addition of a process improvement engineer for 2020.

Additional costs for capital expenditures have also been included to match our capital plan, and the intention is that capital purchases will come entirely from operations with no need to use the capital reserve fund. The planned capital purchases include:

- Cell construction
- Leachate treatment ponds (filter pond)
- Internal fibre optic network & cameras
- Excavator
- Sand truck
- Site vehicle

If a business case is made for an additional capital project such as the Public Drop Off area, the Capital Reserve fund is healthy enough at \$1.736M that a motion could be made during the year to fund such a project.

Date, Time and Location of Next Board Meeting:

The next meeting of the Southwest New Brunswick Service Commission will be Thursday, October 24th, 2019 @ 6:00 pm in the Conference Room at Hemlock Knoll, Lawrence Station, NB.

Question & Answer Period with Public in Attendance

A member of the public asked if the tip fees charged were at parity. Staff responded they will be coming forward in the 2020 Budget.

Adjournment

19-59 It was moved by D. Blair seconded by W. Gamblin the board meeting was adjourned at 7:36 pm.

Minutes recorded via video recording, voice recording and handwritten by Claudette MacLean, Staff.

Minutes reviewed and signed by:

Joyce Wright, Chairperson, SNBSC

Hollis Bartlett, Executive Director, SNBSC