

**Southwest New Brunswick Service Commission – Board of Directors Meeting  
Minutes of December 4, 2019  
5749 Route 3, Lawrence Station, NB**

**Present:**

Jim Tubbs – LSD

Wade Greenlaw – LSD

Annette Townes - LSD

Carla Brown – LSD

Heather Hatt – LSD

Dennis Blair - LSD

Wayne MacQuarrie – LSD

Doug Naish - St. Andrews

Terry James - Blacks Harbour

Kathy Curtis – LSD

Winston Gamblin - Harvey

Ken Stannix – McAdam

**Not present with regrets:**

Crystal Cooke –St. George

Allan MacEachern - St. Stephen

Joyce Wright – LSD

Sam Walsh – LSD

**Not present:**

Brett Newman – Campobello

Dennis Green – Grand Manan

**Staff:**

Hollis Bartlett – Executive Director

Claudette MacLean – Corporate Analyst

Alex Henderson – Planning Director

Mark Porter – Financial Officer

**Guests:**

Briana Cowie – ECWW

Jason Gaudet – CAO – St. George

One member of the public

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***Call to order***

Vice chair, T. James called the meeting to order at 6:00 pm. Communication systems checked for Board Member participation.

***Declaration of Quorum and Acknowledgement of Visitors***

***Conflict of Interest Declarations***

There were no conflicts of interest declared.

***Adoption of Agenda***

**19-69 It was moved by W. Gamblin and seconded by A. Townes that the agenda be accepted as circulated. MOTION CARRIED UNANIMOUSLY**

### ***Adoption of Minutes***

**19-70** It was moved by D. Blair and seconded by H. Hatt that the minutes that the October 24, 2019, meeting be accepted with an amendment to motion 19-63, adding the names of members who voted in favour. **MOTION CARRIED UNANIMOUSLY**

### ***Guest Presentation***

Eastern Charlotte Waterways Inc. – Climate Change Adaptation Project

Briana Cowie, Climate Change Program Manager gave a summary of the work they are doing on a comprehensive climate risk assessment for the next one hundred years, including adaption solutions.

### ***Business Arising from Previous Meetings***

Public Safety Minister Request Update

The Executive Director has made numerous attempts to arrange for the Minister of Public Safety to meet with this Board, with little success. He will continue his efforts and report back with any updates.

Letter of Support of PPP to ELG

A copy of the letter to be sent to Minister Carr was included in the Board Member packages. Members were asked if they would like to add/change any parts, nothing was noted.

Discussion – letter regarding silos

W. Greenlaw suggested a letter be sent to the Province regarding the present silo format. J. Tubbs noted it would require a change in legislation in order to share funds between silos. The Executive Director was instructed to draft a letter to bring back to the Board.

### ***New Business***

*New Brunswick Road kilometer DTI cap discussion*

A brief on DTI Policy was circulated to the Board in the packages. This outlined DTI's official policy to not issue access permits on non-maintained roads for residential purposes. The reason they cite is the significant pressure from the residents to upgrade and plow.

Going forward, there are other alternatives and solutions for SNBSC to consider to better plan for residential development in rural areas by doing a combination of the following:

- Encourage private access subdivisions, where the roads the development are maintained and paid for by the lot owners in association;

- Zoning rural lands appropriately based on their residential subdivision potential; and,
- Making rural plans that direct rural residential growth areas close to existing, serviceable transportation corridors.

The Board may encourage DTI to consider amending their policy entirely. One idea is to allow residential development on public, non-maintained roads for any existing vacant lots on the condition that property owner wishing to develop gets agreement from neighbours to form a road-maintenance association bound by property covenants. This association would have to get an agreement from DTI to be given responsibility to maintain the Crown right of way in its unimproved condition. This policy change, however, might face some resistance from DTI who may have concerns over legal liabilities or added administrative burden.

The Executive Director was asked to raise this issue with other regions as well as the Planning Director to discuss with the other Planning Directors in the region.

#### *Strategic Planning Discussion*

The Board will meet Tuesday, December 17<sup>th</sup>, 2019 @ 5:00 pm at the McAdam Train Station to discuss a Strategic Plan, which will be put in place by May 2020.

**Executive Directors Report** – Hollis Bartlett presented the report included in the package. He gave an informative presentation on waste volume increase from different sources, noting while US waste is up substantially, this stream is not a guaranteed source. Many factors could impact this waste source and members should be aware of the risk and potential impact of losing this stream.

**Community Policing Committee Report** – Carla Brown presented the report included in the package.

**Technical Advisory Committee Report** – Winston Gamblin presented the report included in the package.

**Human Resources Committee Report** – Wade Greenlaw presented the report included in the package. He reminded the Board that the Executive Directors' Annual Review was coming up in January and that he will be distributing questionnaires for all member to fill out and return to him.

**Regional & Collaborative Oversight Committee Report** – Terry James presented the report included in the package.

**Financial Report** – Mark Porter presented the financial documents included in the package.

**Finance & Audit Committee Report** – The Committee met earlier with Geoff Mitchell of RBC Dominion Securities, who attended via video conference. He provided information regarding the Closure Fund Investments. The Investment has done very well this year, with an overall rate of return of 10.61%

Mark Porter reported the estimated amounts to be transferred from all silos to the Capital & Operational Reserve Funds.

**19-71 It was moved by W. Gamblin, seconded by D. Blair that the Commission approve the draft 2020 Regional Service Commission Budget as circulated. MOTION CARRIED with T. James abstaining.**

**19-72 It was moved by W. Gamblin, seconded by J. Tubbs to transfer \$ 820,000.00 from the solid waste services operating fund to the solid waste services capital reserve fund. MOTION CARRIED UNANIMOUSLY**

**19-73 It was moved by W. Gamblin, seconded by D. Naish to transfer \$ 30,000.00 from the solid waste services operating fund to the solid waste services operating reserve fund. MOTION CARRIED UNANIMOUSLY**

**Date, time and location of next meeting – Thursday, January 23, 2020 @ 6:00 pm at the Hemlock Knoll Sanitary Landfill, Conference Room, Lawrence Station, NB**

***Question & Answer Period***

***Adjournment***

**19-74 It was moved by D. Blair seconded by W. Gamblin that the board meeting be adjourned at 7:25 pm. MOTION CARRIED UNANIMOUSLY**

**Action Points**

- Letter regarding silo regulation to Province to be sent before April 2020
- The Executive Director was asked to discuss the New Brunswick Road kilometer DTI cap with other regions as well as the Planning Director to discuss with the other Planning Directors in the region.

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

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Joyce Wright, Chair SNBSC

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Hollis Bartlett, Executive Director SNBSC