

**Southwest New Brunswick Service Commission – Board of Directors Meeting  
Minutes of March 3, 2020  
5749 Route 3, Lawrence Station, NB**

**Present:**

Jim Tubbs – LSD	Heather Hatt – LSD	Terry James - Blacks Harbour
Wade Greenlaw – LSD	Dennis Blair - LSD	Brett Newman – Campobello
Annette Townes - LSD	Wayne MacQuarrie – LSD	Winston Gamblin - Harvey
Carla Brown – LSD	Sam Walsh – LSD	Allan MacEachern - St. Stephen
Doug Naish - St. Andrews	Ken Stannix – McAdam	

**Conference Call:** Faith Avery – St. George

**Not present with regrets:** Joyce Wright – LSD

**Not present:** Dennis Green – Grand Manan

**Staff:** Hollis Bartlett – Executive Director  
Claudette MacLean – Corporate Analyst  
Alexander Gopen - Planner

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***Call to order***

Vicechair, T. James called the meeting to order at 6:00 pm. Communication systems checked for Board Member participation. F. Avery was considered in attendance via conference call.

***Declaration of Quorum, Acknowledgement of Visitors***

***Conflict of Interest Declarations***

There were no conflicts of interest declared.

***A) Adoption of Agenda***

**20-07** It was moved by T. James and seconded by A. Townes that an amendment be made to the agenda to have an in-camera session immediately following the adjournment.

**MOTION CARRIED UNANIMOUSLY**

**20-08** It was moved by W. Gamblin and seconded by D. Blair that the agenda be accepted with an amendment.

**MOTION CARRIED UNANIMOUSLY**

***B) Adoption of Minutes***

**20-09** It was moved by W. Greenlaw and seconded by H. Hatt that the minutes that the January 23, 2020 meeting be accepted as presented.

**MOTION CARRIED UNANIMOUSLY**

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

### **CHCO-TV Intervention**

Patrick Watt was not in attendance. The Executive Director informed the Board that the Intervention Letter to CRTC regarding funding for CHCO Television Station was drafted and sent, signed by both himself and the Chair.

### **Waste Reduction PR**

The Executive Director informed of the Waste Reduction PR advertising for recycling contamination, as requested at the last meeting. Ads have been circulated on Facebook and CHCO Television. A copy will be sent by email to the members.

### ***New Business***

### ***Committee & Staff Reports***

**C) Executive Directors Report** – Hollis Bartlett presented the report included in the package. D. Naish expressed his concerns with the PPP not coming into effect until 2022. The project will most likely be handed over to Recycle NB. The Board requested Recycle NB be invited to a Board Meeting to give an information session.

**D) Planning Management Committee Report** – D. Blair presented the report included in the package. Alexander Gopen, Planner for the Service Commission gave the following presentation:  
Through our work in SWNB municipalities, it has become clear that housing is a major issue – not just for current or future residents, but also for employers whose future employees will need housing. A working group, initially chaired by Tara Devlin-Huys and now chaired by Heather Chase of Horizon Health, made up of SNBSC planners, Vibrant Communities Charlotte County, and other Horizon Health reps, has formed and is recommending a Regional Housing Strategy including market analysis and pilot projects. While initially outside consultants were considered, with the hiring of new Junior Planner, we have the capacity to produce in-house with myself as project manager. We plan to launch the strategy with a developer’s symposium where local and further afield developers will be encouraged to use aspects of the strategy to obtain low-interest loans and/or grants from federal partners (CMHC) to develop suitable housing. Short of building housing ourselves, this is one of the best ways for SNBSC to contribute to needed population growth and long-term sustainability in our region.

**20-10 It was moved by D. Blair and seconded by A. Townes to adopt the new Building/Development Permit Application as an official form of the Commission.**

**MOTION CARRIED UNANIMOUSLY**

**20-11 It was moved by D. Blair and seconded by W. Greenlaw to support a regional housing strategy to be developed.**

**MOTION CARRIED UNANIMOUSLY**

**20-12 It was moved by D. Blair and seconded by W. Greenlaw to remove Sue Farquharson from the committee and add Allan MacEachern – Alex will send letter to Sue.**

**MOTION CARRIED UNANIMOUSLY**

E) **Human Resources Committee Report** – W. Greenlaw presented the report included in the package.

20-13 It was moved by W. Greenlaw and seconded by A. Townes that the Commission send letters of support to the federal and provincial politicians regarding the development of the SMR's in our area, with a CC going to all Board Members.

**MOTION CARRIED UNANIMOUSLY**

20-14 It was moved by W. Greenlaw and seconded by J. Tubbs that a new Junior Planner classification at Level 5 of the current pay structure be created; with no natural progression to the Planner classification, currently at Level 8 until a vacancy occurs.

**MOTION CARRIED UNANIMOUSLY**

F) **Community Policing Committee Report** – C. Brown presented the report included in the package.

The Members discussed a request to have the RCMP attend a Board Meeting to give a presentation of their report which is normally given at the CPC Meeting. This topic has been deferred to the Executive Committee to decide if it should be a separate meeting from the monthly Board Meeting.

G) **Technical Advisory Committee Report** – W. Gamblin presented the report included in the package.

H) **Finance & Audit Committee Report** – W. Gamblin informed of the F&A Committee Meeting held just prior to this Board Meeting. No report was included in the package; the discussions were as follows:

#### **Recycle Carts**

The RCO requested the Finance and Audit Committee approve an order of blue recycling carts. The Finance & Audit Committee reviewed the quote and discussed the quantity and price, with a decision made to move forward with the purchase.

#### **Closure Fund Liability**

The site closure date has been moved from 2048 to 2062, based on a Stantec study. The capacity has been increased from the initial footprint of the site. It includes as far as cell # 17-19 and an increased elevation on top of the cells. The closure care period was also extended from 30 years to 40 years.

As a result of these changes, the liability needs to be reduced by \$ 835,997.

**The Finance & Audit Committee approves changes to assumptions for calculations of Closure Fund Liability.**

#### **Reappoint Auditors for 2020**

This will be done at the Annual General Meeting. The Finance & Audit Committee recommends reappointing Teed, Saunders & Co., based on the quote of \$ 10,000 plus HST (all travel and disbursements included).

The Committee gave authorization to purchase board 30 room chairs up to a cost of \$ 7,000.00 plus HST.

Next Meeting – Tuesday, March 24<sup>th</sup>, 2020 @ 3:00 pm with Teed, Saunders & Co. and Mark Porter invited to be in attendance.

20-15 It was moved by W. Gamblin and seconded by W. Greenlaw that the Commission approve the purchase of 486 recycling carts at a total cost of \$ 30,548.21 including HST.

**MOTION CARRIED UNANIMOUSLY**

**20-16 It was moved by W. Gamblin and seconded by D. Blair to give the Executive Director authorization to purchase 30 Board Room chairs at a cost up to \$ 7,000.00 plus HST.**

**MOTION CARRIED UNANIMOUSLY**

**l) Financial Report** – Winston Gamblin presented the financial documents included in the package.

**20-17 It was moved by W. Gamblin and seconded by A. Townes to adopt the Financial Report as presented.**

**MOTION CARRIED UNANIMOUSLY**

**RCO Report** – There is no RCO report as a quorum was not met at the meeting. T. James gave an information session as follows:

B. Newman discussed after hour access to schools and the struggle that communities are having with access to schools for community use.

T. James stated that on Monday Feb. 24 at 7pm, there will be a forum at the Civic Centre. The Minister of Education, Dominic Cardy will be there discussing the green paper on Education in New Brunswick.

Trisha Dickerson gave an update on recycling numbers for the month. Blacks Harbour had a couple hiccups but are back on track. NB Waste Reduction videos were filmed in St. Andrews. Campobello recycling date has change as well as social media updates on plastic types.

Tanya Herrington gave a recreation update on Eastern Charlotte SRRF Committee will be meeting to discuss use of schools and community centres. As well as the challenge of field maintenance. Some discussion has taken place with LSD Chairs and Mayors in preparation for a larger discussion around cost-sharing.

She also gave an update on the Costal Link Trail, with new name has been given to the project -Coastal Link.

Ken Stannix informed of McAdam's costs for engineering for the 2016-2019 years and reminded other Mayors to bring in estimated costs for Insurance, Engineering, Accounting and Legal so discussions can take place on possibility of cost sharing.

**20-18 It was moved by T. James and seconded by W. Greenlaw that B. Newman and F. Avery be appointed to the RCO Committee.**

**MOTION CARRIED UNANIMOUSLY**

***Date, time and location of next meeting***

Thursday, March 26, 2020 @ 6:00 pm at the Hemlock Knoll Sanitary Landfill, Conference Room, Lawrence Station, NB

***Question & Answer Period***

***Adjournment***

**20-19 It was moved by D. Blair that the board meeting be adjourned at 7:15 pm.**

**MOTION CARRIED UNANIMOUSLY**

**In- Camera Session – Land**

A separate addendum to the minutes:

**20-20 It was moved by W. Gamblin and seconded by W. Greenlaw to follow up on the Executive Directors' recommendation as per instructions from the Board.**

**MOTION CARRIED UNANIMOUSLY**

**Action Points**

- \* **Share W/R recycling contamination PR information with Board**
- \* **Contact Recycle NB to attend a Board Meeting and give a presentation regarding PPP**
- \* **Invite Heather Chase from Horizon Health to give a presentation on housing strategy in SWNB**
- \* **Letter of support to provincial and federal politicians regarding the development of the SMR's, cc'd to Members**
- \* **Executive Committee discuss inviting the RCMP to give a presentation at a regular meeting or a special meeting**

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

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Terry James, Vicechair SNBSC

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Hollis Bartlett, Executive Director SNBSC