

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING
Halstead / QM Construction / LK Toombs Conference
Room,
Garcelon Centre, St Stephen, NB
4:30 P.M., Thursday, April 26, 2018

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Joyce Wright, LSD Denis Weston - Chairperson
Garry Christie, LSD St. Patrick - Vice Chair
Terry James, Village of Blacks Harbour
Dennis Blair, LSD McAdam / St. Croix
Winston Gamblin, Village of Harvey
Ken Stannix, Village of McAdam
Doug Naish, Town of St. Andrews
Carla Brown, LSD St. David
Heather Hatt, LSD Fundy Bay
Annette Townes, LSD St. James
James Tubbs, LSD Dumbarton
Allan MacEachern, Town of St. Stephen
Doug Rowlands, LSD Pennfield
Crystal Cook, Town of St. George
Wayne McQuarrie, Alternate

MEMBERS OF THE PUBLIC:

Three members of the public were present.

STAFF

Hollis Bartlett - Executive Director
Claudette MacLean - Superintendent of Administration and Board Relations
Michael Young - Superintendent of Operations
Alex Henderson - Superintendent of Planning
Mark Porter - P/T Financial Officer

Call to Order

The Chairperson, Joyce Wright called the meeting to order at 4:30 p.m.

She indicated that there were 15 members at the table, and thus quorum was declared.

No members were in attendance via video conferencing.

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

18-12 It was moved by A. Townes, seconded by W. Gamblin that the agenda be accepted as presented. CARRIED.

Adoption of Minutes

18-13 It was moved C. Brown, seconded by D. Naish that the minutes of the March 27, 2018 meeting be accepted as presented. CARRIED.

Business Arising from Previous Meetings

None to report.

New Business

None to report.

Committee & Staff Reports

Ad Hoc Recycling Review Committee Report

The Committee met to review the evolving timelines and update of the program status for the Curbside Recycling program as well as reviewing the proposed public power point. They discussed in detail the new media video quote and decided that this will be put on hold and reviewed again if the ETF funding request is successful. They also reviewed the updated proposed contract with Societe Via including the performance guarantee and the management of any waste products received from the region. The contract was deemed acceptable and the SNBSC staff will follow up with Societe Via.

Community Policing Report

The Community Policing Committee met on April 12, 2018. The committee discussed the policy and procedure for the speed sign and the Vice Chair will request a sign committee meeting and review all requested changes prior to bringing the changes to the CPC committee for approval. The previous CPC communication channels were discussed and a new group of volunteer will meet in May to brainstorm revamping this project. The committee discussed a request for changes to the CPC policy and procedure to update recognized members and reflect requested election date changes and term changes. The annual public thank you to the RCMP was reviewed and a request was sent to the SNBSC for completion in May. Sgt. Peter Stubbs reviewed the third quarter report and updated the committee on fourth quarter goals. Next CPC meeting to take place in September 13, 2018.

18-14 It was moved by C. Brown, seconded by J. Tubbs that the election for officers will take place in September therefore the operational year will be September 1 - August 31. That the election term for officers will be a three year term. At the September meeting for 2018 executive terms will be staggered with three year, two year and one year terms to ensure that all executive member terms do not expire at the same time. That the board policy is to recognize that there are four executive officers, chairperson, vice chairperson and two members at large. We also recognize that either the Chairperson or Vice Chairperson is required to be a director of the SNBSC Board. CARRIED.

Finance & Audit Committee Report

The F & A Committee met on 17th, 2018 with Geoff Mitchell of RBC Dominion Securities presented the bi-annual Investment Policy Statement Review as well as the quarterly review charts. The reserves are on track and in accordance with the Investment Policy brought forth by this Committee. Mark Porter reviewed the 2017 Audited Statements with the Committee. Nick Lawrence of Teed, Saunders Doyle & Company informed the Committee that the audit process went smoothly and there are no significant errors or misrepresentations to report.

Discussion ensued regarding the need for a Closure Fund Study. An engineers' report will be required to assess the future needs. Staff was directed to move forward with this recommendation.

The Committee discussed the need to allocate a retirement allowance in future budgets. It was decided with the cost savings as well as the extra room in the budget for wages, this line item was not necessary.

Mark Porter reviewed the March 2017 Financial Statements with no significant variances to date.

The Committee discussed the need to review all disposal fees costs outside of our region. Staff have been instructed to gather information, contracts and renewal dates to bring forth at the next Finance & Audit meeting.

Next meeting is set for Tuesday, June 12, 2018 @ 10:00 am at the Hemlock Knoll Facility.

18-15 It was moved by W. Gamblin, seconded by D. Blair that the Board accept the 2017 Audited Statements as presented. CARRIED.

18-16 It was moved by W. Gamblin, seconded by G. Christie be it resolved that the Southwest New Brunswick Service Commission submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Solid Waste Services (Environmental Health)

Amount: \$ 4,500,000

Term: \$ 4,500,000 interim financing

CARRIED.

ONB Update

1. ONB Connects

- ONB Connects is a simple formalized networking process that matches Connectors with job ready Connectees to help build a professional network and connect to the local labour market;
- Connectors are local business people, civil servants, young professionals, and community leaders;
- Connectees are job ready newcomers & local and International graduates;
- Additional information is attached;
- Contact Tara if you are interested in being a 'Connector' or would like to refer a recent graduate or Newcomer to the program to be a 'Connectee'.

2. NB Multicultural Council – Demographic and Labour Market Realities: Awareness and Engagement Tour

- There is an education and awareness tour being planned for the province with 15 stops in different communities regarding the demographic realities facing New Brunswick;
- The objective is to raise public awareness of the significant challenges associated with population and labour market realities, as well as discuss creative strategies to address this;
- The meetings will feature the economist, David Campbell;
- May 16, 2018 St. Stephen – Garcelon Civic Center 6 – 9 pm;
- May 17, 2018 St. George – Magaguadavic Center 6 – 9 pm;
- Further promotional material is attached.

3. Tara has continued outreach to regional municipalities and community groups with 10 projects currently in various stages of development.

Executive Directors Report

Solid Waste:

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

2018 – 14240 mt

2017 – 12989 mt

2016 – 12679 mt

Internal Items:

- The new website is still in development, most structure is in place and content is in progress. We anticipate it to be up and running within the next month. The new @rsc10.org email accounts are in use, but not at 100% yet.
- The planning department is actively expanding. The office itself will be undergoing some physical changes; the most cost effective solution to gain space is to have the boardroom there modified into workspace with a new reception window (construction to be done by staff) and the current office

reception desk area be turned into workspace. We were able to gain an extra boardroom across the hall which will be larger and offer better privacy.

- There is an upcoming Executive Director's meeting on May 10 - 11, 2018. Among items up for discussion are minimum standards for planning, development and inspections in all New Brunswick municipalities, fire services integration with RSCs, RSC employer/employee relationships. Hollis intends to discuss a few other items including further research on in-house waste collection.
- The Transit Authority Advisory Committee has its quarterly meeting on April 26. Hollis expects some significant outcomes from that and will report back.

Recreation Planning Committee Report

The recreation committee met to discuss the Coastal Link Trail feasibility study and the Regional Recreation Master Plan on Tuesday April 10th 2018. Alex spoke about the committee requested updates to the Coastal Link Trail. Doug responded that without a full-text of the plan in-hand they could not yet recommend adoption of it. Greg Evans also asked the committee to hold off until a meeting could take place with DTI and Carl Levinge. Gary spoke about the need for ATV focus and support in the Coastal Link Trail Feasibility Plan. The committee pointed to the Masterplan's direction as having more of a role to play in supporting ATV'ers. Alex shared with the committee an update about the Masterplan and said that the consultant recommended having an opt-out in the proposed cost-sharing formula. Terry asked for details about recreation facilities to be double-checked in the masterplan as some of it pertaining to Blacks Harbour was incorrect. Discussion ensued about the future role of the recreation committee under this Masterplan and Alex suggested that the plan eventually calls for District Recreation Committees that reflect the high-school catchment areas in the region. The next meeting was called for on May 8th.

Date, Time and Location of Next Board Meeting:

The Regular Board Meeting will be Thursday, May 24, 2018 @ 6:00 pm in the Conference Room, Administration Building, Hemlock Knoll, Lawrence Station.

Question & Answer Period with Public in Attendance

A request was made for an updated list of Board Members and Alternates contact information be circulated. Staff will proceed with this request.

Adjournment

It was moved by D. Blair that the meeting adjourn (at 5:00 p.m.)