

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

**ANNUAL GENERAL MEETING**

**6:45 P.M., Thursday, April 25<sup>th</sup>, 2019**

**McAdam Train Station, McAdam, NB**

**MINUTES**

**Attendance:**

**Board Members**

Joyce Wright – LSD Denis Weston  
Jim Tubbs – LSD Dumbarton  
Heather Hatt – LSD Fundy Bay  
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  
Allan MacEachern - Town of St. Stephen  
Terry James - Village of Blacks Harbour  
Winston Gamblin - Village of Harvey  
Ken Stannix – Village of McAdam  
Sam Walsh – LSD St. Patrick  
Jim Stuart – LSD West Isles

**Members of the Public:**

Troy Tuddenham  
Ellamae Hanley

**Staff:**

Hollis Bartlett – Executive Director  
Claudette MacLean – Corporate Analyst  
Trisha Dickerson – Waste Reduction Coordinator  
Mark Porter – Financial Officer  
Alex Henderson – Planning Director  
Alexander Gopen – Planner  
Michael Young – Solid Waste Manager  
Tanya Herrington – Recreation Coordinator

**Call to Order and Welcome:**

Board Chair Joyce Wright called the meeting to order at approximately 7:15 pm. She opened the meeting by welcoming everyone to the AGM. She noted that there were 15 members participating at the table. Upon checking she indicated that no members were participating via video conference.

## **Introduction of Guest Speakers**

The Chair then introduced members of Charlotte County Ground Search and Rescue. They gave a PowerPoint presentation.

She then turned the floor over to Alex Henderson and Xander Gopen, employees of the Commission's Planning Department, who also gave a PowerPoint Presentation.

## **Adoption of Agenda**

**It was moved by W. Gamblin, seconded by S. Walsh that the agenda be accepted as circulated. CARRIED.**

## **Approval of AGM Minutes**

**It was moved by A. Townes, seconded by T. James, that the minutes of the last AGM be approved as circulated. CARRIED**

## **Chairperson's Report**

On behalf of the Board of Directors and the staff of the Southwest New Brunswick Service Commission, we are pleased to present the Annual Report for 2018.

This past year saw significant positive growth and change in our organization. The Board worked very hard to accomplish many objectives in a short time, realizing some major advancements in our service delivery as a result.

A new standing committee, the Regional & Collaborative Oversight Committee, has been formed and is very active. This committee has been set up as the foundation to achieve goals beyond the typical landfill and planning activities of the Commission. Along with its current region-wide recreation and recycling initiatives, this committee is poised to be able to evaluate, recommend, and oversee other new regional initiatives within the Commission's mandate, as needs and opportunity arise.

Our Human Resources committee started the daunting task of realigning the entire pay structure of the Commission, and engaged a third-party consultant to provide appropriate market values for each pay band. The result will be a clear and solid foundation for the organization for years to come.

The landfill, under the direction of a new solid waste manager, has taken on its largest treatment system expansion ever since the initial construction of the site, including a new 50,000 m<sup>3</sup> surge pond and a 10,000 m<sup>3</sup> retention pond, enabling the growth of landfill operations and providing even more environmental protection from increasingly severe weather events. This expansion is expected to be completed mid-2020. At the same time, the construction of cell #11 is well underway. We continue to benefit from outside sources of waste revenue, along with some slight growth from new customers, which help to offset costs for Southwest New Brunswick residents.

The Commission successfully launched the new curbside recycling program in September, delivering over 10,000 recycling carts to residents in the region. Staff worked closely with current garbage haulers to ensure the handling of the carts and recycling went as smoothly as possible, and implemented an extensive education program for the region with many events and other promotions. The results went beyond initial expectations as Southwest residents took readily to the new program. With the focus always being to look forward, work has also started on a region-wide composting promotion program as well.

The Planning department also saw significant growth, doubling its staff size in order to serve new clients and implement regional initiatives. The new St. Andrews municipal plan is well underway thanks to the addition of the new Planning staff, and that plan promises to be a significant asset for the town. Despite the growth in initiatives and staffing complement, the economy of scale that came with new municipal clients such as St. George, McAdam, Harvey and Grand Manan resulted in a slightly lower tax rate for these services for all Southwest New Brunswick residents.

The year began with two major studies in regional recreation planning: The Recreation Masterplan and the Coastal Link Trail feasibility study. With the conclusion of both plans and the acceptance of the Board, the Commission embarked on hiring an Implementation Manager to carry out the objectives of these plans as well as undertake our first feasibility study for a cost-sharing proposal. That feasibility study, originally focusing on a recreation facility for the Eastern Charlotte sub-region, was augmented by the Board to also include the feasibility of cost-sharing the Patrick Connors Arena in Blacks Harbour as it lies in the same sub-region. Preparation for the study took place, including gathering documents, identifying key stakeholders, and researching governance structures for cost-sharing models already in place across the province.

The Coastal Link Trail received \$1 Million in provincial funding from New Brunswick's Department of Tourism, Heritage and Culture. The trail was also announced as one of the eleven New Brunswick Signature Trails. The Coastal Link Trail study itself received an award for Special Research Study from the Atlantic Planner's Institute. In the implementation of the Coastal Link Trail, the Request For Proposal was completed for Wayfinding and Signage for the trail's users. The towns of St. Stephen, St. Andrews and St. George were engaged to begin the process of forming community trail committees to determine the best routes through each town. Key contacts were made to foster connections with the trail communities in Maine and New Brunswick to The Great Trail.

By all accounts and measures 2018 was a successful year for the Southwest New Brunswick Service Commission, but each of these successes came with challenges beyond the overall challenge of growth itself. The Board of Directors rose to the challenge every time and the overall theme of positivity, hard work and progress prevailed. We would like to sincerely thank all Board and committee members for their leadership and dedication to our mission to provide exceptional, efficient services by working together. We are stronger as a direct result of your energy.

Along with the increased Planning Department staff complement, and the installation of a new Solid Waste Manager, the Commission also began 2018 with the hiring of a new Executive Director due to the former ED's retirement. They were big shoes to fill, and it is a challenging role, but the HR Committee and Board are pleased that the transition has been successfully made. The longer-term staff of the Commission also saw many structural and operational changes this past year. As such, both old and new staff deserve many and sincere thanks for their dedication and their cooperation in adapting to our rapidly changing organization. The attention to procedure and detail, and the extraordinary effort have been exemplary, and have been key to the Commission seeing all these good things happen for our beautiful region in 2018.

In closing, I once again offer my sincerest thanks to Board Members, Commission Staff, and the residents of this region. It has been an amazing year, because we did it all together.

## **2018 Financial Statements and Audit Report**

The Chair then referred all to the next agenda item and asked the commission's Financial Officer, Mark Porter, to report on the 2018 financial statements and auditor's report.

He proceeded to the financial section of the Annual Report. He indicated that the commission had received a favorable Audit Report as found in the Annual Report and the Board should be happy with that result. He highlighted the key financial results and position of the commission in fiscal 2018, including budgeted amounts versus the actuals, and any noteworthy changes from the previous year.

## **Selection of Auditors for 2019**

**On behalf of the Finance and Audit Committee, W. Gamblin moved, seconded by D. Blair that Teed Saunders Doyle & Co be awarded the audit contract for the third year of the three-year term. CARRIED.**

## **Election of Board Officers**

Upon reaching this agenda item, the current Board Chair turned the floor over to Executive Director, Hollis Bartlett, to carry out the election of the Board's Executive Officers process.

He did so in three steps;

1) He called for nominations for the position of Board Chair;

Joyce Wright reoffered for position of Chairperson. Hollis Bartlett asked for nominations. Carla Brown nominated Terry James. Hollis Bartlett asked two more times. With no other nominations coming forward, the position went to vote. Joyce Wright was declared Chair for the next year.

2) He called for nominations for the position of Vice-Chair;

Terry James reoffered for position of Vice-Chair. Hollis Bartlett asked for nomination 3 more times. With no other nominations coming forward, Terry James was declared Vice-Chair by acclamation.

3) He called for nominations for nominations for the position of Executive Officer at Large.

J. Tubbs reoffered for position of Executive Officer at Large. Hollis Bartlett asked for nominations 3 more times. With no other nominations coming forward, J. Tubbs was proclaimed Executive Officer At Large by acclamation.

With the election completed, he returned the floor to the Chair.

## **Questions from the Public**

Chair Joyce Wright then opened the floor to questions from the public present. No questions were brought forward.

## **Closing Remarks and Adjournment**

Hearing no questions from the floor, the Chair indicated that this concluded the agenda of this AGM.

She asked for a motion to adjourn and Dennis Blair so moved.