**GMSC – MEETING MINUTES**

**2025-5**

**May 28, 2025**

**5:00 PM**

**GMSC Boardroom**

The Chairperson, Art O’Donnell, called the meeting to order at 5:07 pm

**Item 2025-5-01 Record of Attendance**

**Members present:**

Mayor, Art O’Donnell

Mayor, Kevin Russell

Mayor Adam Lordon

Mayor Ernest Robichard

Mayor Doug Munn

Lynn Gregan, Rural District Rep

**Also present:**

Roberta McIntyre, Chief Executive Officer

Justin Forbes, Director of Operations/Planning Director

Edna Moorhouse, Recording Secretary

Ron Gaudet, Local Services Manager

Larry Allain, Rural District Rep

Melanie Rousselle – EcoDiversion Manager

Shawn Cripps – Chief Financial Officer

Nathan Delong – Media

**Virtual:**

Mohamed Camara – EcoDiversion Coordinator

Kathy Raddon – Dillon Consultants

Sabrina Singh – Dillion Consultants

**Guests from the Miramichi Airport for their presentation only**

Derek Burchill

Dale Mattinson

Jason Harris

**Item 2025-5-02: Approval of Agenda**

Moved: Kevin Russell

Seconded: Ernest Robichard

***RESOLVED***, “to accept the agenda as presented.”

*Carried*

**Item 2025-5-03: Declaration of Conflict of Interest**

None declared.

**Item 2025-5-04: Approval of Minutes of March 12, 2025 Board Meeting**

Moved: Ernest Robichaud

Seconded: Lynn Gregan

***RESOLVED*,** “that the minutes of March 12th, 2025 be approved as presented.”

*Carried*

**Item 2025-5-04: Approval of Minutes of March 19th, 2025 Board Meeting**

Moved: Doug Munn

Seconded: Adam Lordon

***RESOLVED,*** “that the minutes of March 19th, 2025 (in camera) be approved as presented.”

*Carried*

**Item 2025-5-04: Approval of Minutes of March 28th, 2025 Board Meeting**

Moved:

Seconded:

**Item 2025-5-05 Regional Solid Waste Management Report (Dillon Consultants)**

Melanie item 2025-5-5 gave brief summary and background information on Regional Solid Waste Management Report.

Kathy Raddon from Dillon made presentation on Regional Solid Waste Management Plan.

**Overview**

3 main topics that they wanted to consider:

* Consolidation of collection contracts
* Residential organic waste diversion
* Data and reporting

They talked to the staff at GMSC, other RSC’s, Waste Reduction and Recycling Committee and the GMSC Board to gather information.

Sabrina Singh from Dillon then spoke on the 3 priorities and what information she gathered from speaking to others.

**3 actions that came out of the study were:**

* Assess Feasibility of Consolidated Collection Contract
* Formation of a Working Group
* Increase Diversion Programs

**Organic Waste** Diversion Trends were explained from different areas of the Country.

Suggested Actions:

* Expansion of At-Home Organic Waste Management
* Assess Feasibility of Organic Waste Collection and Processing

Reporting & Metrics.

* Primary Metrics
* Program Specific Metrics
* Waste Composition Studies
* Tracking of Metrics and Conducting Waste Audit

Implementation Plan was then discussed as per the report.

**Q&A**

Adam agreed there is good data in the report and wanted to know what is Southeast doing to be at 32% diversion rate?

Melanie responded that they have multiple programs, they have fairs where cars drive in and dispose of multiple items that are still useful, then Habitat for Humanity will go in and take the items and sell them. They will also have someone on site to fix the old items that could still be good. They have a mattress collection program. Their facility is massive compared to what we have, so the level of service they can offer is greater.

Adam suggested the chart is a bit misleading as it is not an equal comparison between Regions.

Adam would like to take information back to the City to review and asked why are we losing ground on the existing programs and what information could you give us to boost people to re-engage with recycling.

Doug mentioned Circular Materials is responsible for recycling not the Regions/GMSC. Adam would like to know data on how much everyone else is still paying to promote recycling when Circular Materials are responsible for it and also any recommendations on how much we should be spending in the area of recycle promotion.

Adam would like to see a recommendation added in for the sharing of data from Circular Materials and encourage other jurisdictions to advocate for Circular Materials to share data.

Adam would like to see some connectivity as the report reads like we didn’t already do a report. He would like some of the additional information that Melanie has provided in the report. What has changed since the last study was done that you think should warrant another report, other than the Province wanting it done, it would be up to the Province to pay for it if they think it is warranted.

Ernest agreed not to approve the report tonight. Doug asked about the feasibility of contracts, there is no long term savings, maybe once some small Contractors have been pushed out. How long has Kent and Acadian been into it, if it was only a year, that is no comparison. Kathy said Kent was 5 years. Melanie said Acadian Peninsula has bought their own trucks since 2020. They had a consolidated contract prior to that and when they got their bids in 2017 the cost doubled. Kent went through the same process and experienced the same thing, then they re-tendered and over the years they are still saving money. Doug asked what about all the other RSC’s. Melanie advised they are not doing consolidation. Doug mentioned it is just a small example of what this information was taken from.

Art agreed there is a lot of information on this report that requires discussion. .

Adam would like all the data from Acadian and Kent RSC’s to be provided in the next report, it can be on yellow paper, so it doesn’t have to go public. Especially what the savings are. Those 2 regions do not have a Central Regional Hub in the form of a City, we do. It’s not the same comparison. How does having a City Hub here how might that be different from those Regions. Also we are locked in until 2029, would this study be for everyone else and not including the City. A little bit more detail around why you are recommending this course of action around our specific region and the configuration of this region, not just because the neighbors did it.

Motion to table this report until more study is done on it and additional information requested is provided in the report.

Moved: Ernest Robichaud

Seconded: Lynn Gregan

***Resolved,*** that the Regional Solid Waste Management Report be tabled until additional information requested is provided in the report.”

*Carried*

**Item 2025-5-6 Quarterly Financial Report**

Shawn Cripps, CFO, provided the Board Members with the Quarterly Financial Report. This report is up to the end of April. The balance amount is high because there have been 6 months of revenue date and 4 months of expenses. Another update will be done in July to include up to the end of June. Individual Service Reports are included for most of the Departments, except Public Safety, Sports & Recreation, By-law Enforcement. All sheets provided have salaries and benefits and employees names attached to them. These are expanded to give you an individual process and additional details.

Art asked how the balance will be once expenses for the 2 months are paid out. Shawn said a rough idea is $100,000 and it depends on the expenses.

Motion to approve the Quarterly Financial Report

Moved: Doug Munn

Seconded: Kevin Russell

***Resolved, “*** that the Quarterly Financial Report be approved as presented.”

*Carried*

Item 7 was a presentation from the Miramichi Airport and they have not arrived yet, Growing Greater Miramichi Implementation Fund was moved to Item 7b and CEO Report was moved to Item 7.

**Item 2025-5-7b Regional Population Growth Implementation Fund**

Adam reminded members that in the 2025 budget $40,000 was allocated to the Growing Miramichi Department for Regional Population Growth Initiatives. We have adopted a Regional Population Growth Plan, we know its one of our top tier Economic Development Initiatives and we have allocated a fund of money to be made available internally and to our partners. The question tonight is not about the money but about how it is distributed. Due to it being a new first time fund, Krista Chase and Stephanie Toundou, the staff in the Department, have created a funding program with all of the eligible guidelines. There are 2 ways that we could approve a proposal for funding. One is that each application come to the Board for approval, and the other option is that we delegate the authority to approve proposals to the staff. Since we have already approved the overall budget, and we have already approved the program guidelines, I would make a motion that we allow the staff to do the operational work of processing the application.

Motion Be it Resolved that the Greater Miramichi Commission delegates authority to staff for the selection, approval and administration of project funding under the Population Growth Action Plan Implementation Fund.

Moved: Adam Lordon

Seconded: Kevin Russell

***Resolved,*** “that the GMSC Board delegates authority to staff for the selection, approval and administration of project funding under the Population Growth Action Plan Implementation Fund.”

*Carried*

**Item 2025-5-7 CEO Update**

**HR update:**

* Building Inspector position has been filled by Yan St. Pierre. Very pleased to welcome him to the team. He began his new position on May 12, 2025. He has 14 years experience working with the Grand Falls Regional Service Commission as a Building Inspector.
* Summer students and Work placements. We have hired 3 Summer Students and 1 work placement. A summer student is going to be a Community Project Assistant working with the Community Development team. A Communication and Marketing Assistant working with the Communications and Marketing Manager, Lindsey Palmer. We also have a Digital Ambassador and he is in partnership with UNB, it’s a UNB student paid by UNB, but being coached and housed by our staff, he has already started, his is a 13 week program, that is through the McKenna Institute. The other 2 are starting June 2, 2025. A work placement will be provided for 18 weeks for a Graphic Designer, this is in partnership with Working NB. He also starts on June 2, 2025.
* Grant Writer position. Interviews were done this week and we have found a successful candidate. So a job offer will be extended to that person and hopefully they will accept. They will start in June, 2025.
* We offered HR training for the Leadership team. May 27 and May 28, 2025 the Leadership Team participated in HR Training sessions.

**Policy Update:**

* The Official Language Compliance – On April 23, 2024, RSC staff participated in a session with the Secretary of Official Languages to review the Commission’s Language Compliance. The Commission is now implementing changes to align with the Official Languages Act of NB.

**Financial Update:**

* The Audit report will be presented for approval at the June, 2025 Board meeting. All relevant financial documents have been submitted and have been audited by Allen, Paquet and Arseneau.
* Budget – The Chief Financial Officer provided a Quarterly Financial update to the Board this evening.

**Partner Meetings and Key Collaboration:**

The RSC Network meeting – Myself, the CAO’s and Chairperson (Art) participated in the RSC Network meeting held in Saint John, NB from April 30 – May 2, 2025.

Rural Plans Development – The We 6 planning group was engaged to support the development of rural plans for Alnwick, Miramichi River Valley, Doaktown and the Greater Miramichi Rural District. An Internal GMSC workshop was held with staff to launch the initiative and 2 public open houses took place. One in Napan and one in the Miramichi River Valley. We have extended the invitation to the other Communities, and we are more than open to do any sessions there.

* State of the City Address – Our RSC staff participated at the Honourable Adam Lordon’s State of the City Address held at the Rodd on April 17, 2025.
* Household Hazardous Waste Collection – Took place at St. Mary’s Church on Newcastle Blvd on May 24, 2025. There were about 370 vehicles that participated. RSC staff and their children volunteered. Some staff were paid staff that attended, others were volunteers. It was a really important event.
* There was an inclusive Community Workshop. – it was held at the GMSC on May 20, 2025.
* PRAC (Planning Review and Adjustment Commmittee) Meetings: both City and Regional PRAC meetings will be held on May 29, 2025. Both meetings are open to the public.
* Bi-monthly Service Delivery Report – will be presented to the Board at the next scheduled Board meeting.

The next regular GMSC Commission Board meeting will be June 25, 2025 at 5 p.m.

Kevin asked if the HHW number of vehicles (370) is up from other years. Melanie advised one of the vehicles was a massive trailer from Eel Ground. I would add 30 to 40 more households because there was that much brought in on the trailer. Also 2 commercial vehicles went through but they are being billed separately. So approximately 400 vehicles. A survey asking where the people were from and how they learned about the HHW was done at the site. The majority heard about it from the flyer sent out to households. The bulk of people were from the City but there were people from other areas. Melanie compiled the quantity of waste and it is up.

Art asked when we get summer students what programs are they funded through? Roberta advised they are Federally funded and one is funded by the McKenna Institute and the work placement is funded through Working NB.

Art asked what the result was of the Official Languages Compliance. Roberta wanted to commend Justin and Lindsey, these were the 2 staff that brought it to my attention and asked are we compliant with the NB Official Language Act. Justin and I and Lindsey spoke to the members and they thanked staff for reaching out to find out if we are complaint with the Act. Roberta said that everything that goes out to the public should be in the 2 official languages, i.e. Agenda, Minutes, etc. Staff are to answer the phone with Hello/Bonjour. When the website is published, and RFP requests will be in both languages. There are funds available and they have some funding support to help us, this was not planned in our 2025 budget. Right now they pay 50% of the cost if you get one document translated, so this year she will talk to her finance dept to see what they have for support. There is also some financial support for staff that would want Second Language training. No we are not fully compliant, but we are going to do better and work on compliancy.

Adam asked what the timeline is to receive the operational review report for the Planning Dept. Justin said there have been some delays with the consulting team, but it is looking like the end of June, 2025. Adam said when we get these reports they would come to the Board or the Council in a closed session first to be reviewed and to see if there are any questions or things you would like to see addressed in the report. It would be a draft report. The final report would be presented and considered.

Motion to accept CEO update:

Moved: Adam Lordon

Seconded: Kevin Russell

***Resolved,*** to accept the CEO’s update.

*Carried*

**Item 2025-5-08 Presentation of Overview of Operation at Miramichi Airport**

Individuals in attendance to give Presentation on Miramichi Airport.

Members present were Derek Burchill, Dale Mattinson and Jason Harris. Derek Burchill gave the presentation on the operation of the Miramichi Airport. Derek went over financial details of the Airport Commission. He stated they would like a member from the GMSC to sit on their Board and he would like the GMSC to be a partner. They would like consideration given from the Board for financial support in the amount of $20,000. Derek reviewed their annual report which included information on the companies that are now using the airport, the day to day operations and how it has grown and continues to grow. Adam suggested a tour of the facilities is worthwhile and very impressive. Adam would like to see the Economic Impact Assessment to see the positive effects it brings to the Region. Jason said their meetings are once a month and they would like a GMSC member to sit on their Board and the GMSC to become a partner. Adam asked if staff could find out if making a contribution to the Miramichi Airport would be RSFF eligible. Roberta asked if the Board member would be a Mayor or staff that they are looking for. Jason replied it could be Board or staff. Art thanked the members from the Airport for their information and presentation and said he is really interested in the tour. The requests will be considered by the GMSC Board. Adam suggested Krista Chase be included in the tour because she is the Economic Development Director for the GMSC and it would be really important for her to go on that tour.

**ADJOURNMENT**

It was moved by Kevin Russell to adjourn the meeting.

There being no further business, the Chairperson declared the meeting adjourned at 6:38 pm.

Next Board Meeting: June 25, 2025

*Respectfully submitted,*

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*Roberta McIntyre, CEO*

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*Edna Moorhouse, Recording Secretary*