

**Southwest New Brunswick Service Commission
Board Meeting
Minutes**

**July 25, 2013
Beaver Harbour Community Hall
Beaver Harbour, NB**

Minutes of the meeting of the Board of Directors of Southwest New Brunswick Service Commission held on Thursday July 25, 2013 at 6:00 pm at the Beaver Harbour Community Centre.

IN ATTENDANCE

BOARD MEMBERS

Daniel Dow, LSD Representative, Chairperson
Frank Carroll, Mayor of McAdam, Vice-Chairperson
Carla Brown, LSD Representative
Garry Christie, LSD Representative
Winston Gamblin, Mayor of Harvey
Stan Choptiany, Mayor of St. Andrews
Frank McCallum, LSD Representative
Larry Parker, LSD Representative
Darrell Weare, LSD Representative
Nick Cleghorn, LSD Representative
Terry James, Mayor of Black's Harbour
Susan Farquharson, LSD Representative
Pat Dodd, LSD Representative

OTHERS

Frank Tenhave, Executive Director SNBSC
Dianne Orr, Contracted Assistant

PUBLIC:

Seventeen persons from the general public attended.

CALL TO ORDER

The meeting of the Southwest New Brunswick Service Commission was called to order at 6:00 p.m. by the Chairperson, D. Dow.

PRESENTATION ON RTIPPA

Due to prior commitments by Ian Walsh, he was unable to attend therefore no presentation took place at this time.

Review, Additions, and Approval of Agenda

The agenda for this meeting was discussed and an addition to it was made. Item 12 was added which was "The Content of the August Meeting"

13-97 It was moved by G. Christie, seconded by S. Choptiany that the agenda be accepted with the additional item brought forward. **CARRIED**

Conflict of Interest Declarations

The Chair asked whether there were any conflicts of interest and none were brought forth.

APPROVAL OF BOARD MINUTES

13-98 It was moved by F. McCallum, seconded by N. Cleghorn that the minutes be accepted as previously circulated. **CARRIED.**

BUSINESS ARISING

1. MOTION TO ORGANIZE AN OUTREACH EFFORT TO "UNORGANIZED LSD AREAS.

G. Christie asked each Board Member to invite those from unorganized LSD areas to the Community Policing Committee meetings to increase involvement in these areas. The names of two interested parties were brought forth.

2. MOTION TO FORM AN AD HOC COMMITTEE TO REVIEW AND RECOMMEND AMENDMENTS TO THE PROCEDURAL BYLAWS TO ADDRESS GAPS, INCONSISTENCIES AND ERRORS

S. Farquharson spoke to the matter of forming an Ad Hoc Committee to review and recommend amendments to Procedure Bylaws. It was suggested that a committee of 2 -4 persons be formed to meet this task. S. Farquharson, S. Choptiany, F. McCallum, and F. Carroll volunteered to serve as members of this committee, and stated that recommendations would be brought before the Board in 2-3 months.

13-99 It was moved by W. Gamblin, seconded by S. Choptiany to accept the motion to form an Ad Hoc Committee with recommendations to follow in 2-3 months.
CARRIED

3. MOTION TO DISSOLVE THE EXECUTIVE COMMITTEE AND HOLD INFORMAL MONTHLY MEETINGS OPEN TO ALL BOARD MEMBERS TO ATTEND, FOLLOWING THE PROCESS MANY MUNICIPALITIES UTILIZE.

S. Fraquharson explained the reasons for this motion. In summary, these meetings would not be open to the public and would provide an informal setting for Board members to discuss issues and gain information, but the meetings would have no decision making power. Those attending would discuss everything from what should be on Board meeting agendas to items related to the upcoming AGM. There was debate about the pros and cons of making this change.

13-100 It was moved by G. Christie, seconded by P. Dodd to dissolve the Executive Committee. 9 in favour- 4 against- **CARRIED**

13-101 It was moved by L. Parker, seconded by G. Christie to hold monthly working sessions open to all Board members that can attend. 9 in favour- 4 against
CARRIED

4. MOTION: CONFIDENTIALITY AND COMMUNICATIONS

D. Weare discussed the importance of confidentiality in communications especially e-mails. He suggested that when composing a message to take great care in regard to the content and not to reply to all, as these messages are for Board Members only.

13-102 It was motioned by D. Weare, seconded by G. Christie that all Board Members, as well as the Executive Director and his staff, now ensure that e-mails not be forwarded to any third party without the permission of the writer. **CARRIED**

APPROVAL OF COMMITTEE REPORTS

5. EXECUTIVE COMMITTEE REPORT

D. Dow highlighted the contents of his report.

13-103 It was moved by P. Dodd, seconded by C. Brown that the report be accepted as read. **CARRIED**

There was further discussion and debate about some of the content of the report. Specifically there were concerns about the appropriateness of some items within it.

13-104 It was moved by P. Dodd, seconded by C. Brown to amend the motion to read to accept the minutes of the report with the understanding that the discussion and documentation of the performance evaluation undertaken by the chairman be removed and excluded from the report. **CARRIED**

6. AUDIT COMMITTEE

D. Weare gave this report and stated that the existing audit firm for the former Rural Planning Commission has been dismissed and another one hired. The new firm is expected to have completed its audit in about three weeks. Shortly after we should be getting information about how that will impact our inherited portion (our planning office) of that organization. The solid waste division's audit will be completed in August.

7. FINANCE AND BUDGET COMMITTEE REPORT

D. Weare presented this report and stated that there is nothing new to report as the draft budget is still being prepared and that work is being done as expediently as possible.

13-105 It was moved by C. Brown, seconded by W. Gamblin that the report be accepted as presented. **CARRIED**

The subject of hiring a part-time CA was debated and it was decided to go forward with this hiring.

13-106 It was moved by W. Gamblin, seconded by P. Dodd to hire a part-time, qualified financial professional until year end. **CARRIED**

8. PLANNING MANAGEMENT COMMITTEE REPORT

S. Farquharson stated that there is no report at this time but will have a report to present to the Board at the next meeting.

13-107 It was moved by N. Cleghorn, seconded by L. Parker that the report be accepted as presented. **CARRIED**

9. COMMUNITY POLICING COMMITTEE

No report presented as no meeting was held this month

EXECUTIVE DIRECTOR'S REPORT

The Executive Director referred the Board to the report he had circulated via e-mail prior to the meeting and the hard copies which are found in the member's folders. He indicated that in order to keep with a time-based agenda schedule he would not review it but did encourage any members that had not read it to do so as it contains helpful information. This report was briefly discussed.

13-108 It was moved by S. Farquharson, seconded by P. Dodd that the report be accepted as submitted. **CARRIED**

NEW BUSINESS

11. TEMPORARY PROCEDURES / GUIDELINES FOR MEETINGS UNTIL THE PROCEDURAL BYLAWS HAVE BEEN ADDRESSED

F. Carroll led a discussion on this topic by referring to items that were brought forward and discussed at the Ad Hoc Governance Committee. This committee had a discussion with the Board and made some recommendations on this topic when it met with the full Board during a meeting held just prior to the Board meeting. F. Carroll referenced items from that pre-Board meeting and the time-based agenda, and then suggested that the Board consider adopting this approach until such time as the Board has a chance to amend its Procedural Bylaws

13-109 It was moved by S. Farquharson, seconded by T. James that the Board adopt these procedures and the time- based agenda until Procedural Bylaws can be appropriately amended. **CARRIED**

13-110 It was moved by F. Carroll, seconded by W. Gamblin that the Code of Conduct discussed at the pre-Board meeting with the Ad Hoc Governance Committee be adopted by the Board until such time as the Procedural Bylaws are amended. **CARRIED**

There was a consensus that a “one-pager” should be put together to capture these two items and distributed to the Board. The Executive Director indicated that he would do that.

12. CONTENT OF AUGUST MEETING

S. Choptiany discussed the possible content and agenda structure for the next Board meeting in August. He indicated that there were issues that need to be addressed by the full Board such that everyone was on the same page and united in their view of the path forward. The structure would be different from in the past and the entire meeting brought forth guidelines for August’s meeting and, due to the nature of all its content, the entire meeting would be closed to the public.

13-111 It was moved by S. Choptiany, seconded by W. Gamblin that August’s Meeting consist of three agenda items 30 minutes for Budget Updates, 30 minutes for Policing Updates, followed by 90 minutes of facilitated Governance and Focus Priority session within a closed session. **CARRIED**

13. TIME AND LOCATION OF AUGUST BOARD MEETING

The next Board meeting will be held on August 22, 2013 at 6 p.m., at the Oak Bay Fire Hall, with the suggestion that the Hemlock Knoll facility be an alternate location if the fire hall is not available.

14. QUESTIONS AND ANSWERS WITH PUBLIC IN ATTENDANCE

A couple of questions were asked by the public and answered by the Board.

15. ADJOURNMENT OF REGULAR MEETING

The public was thanked for attending, and F. McCallum also thanked those responsible for providing the refreshments for the meeting.

The Chair asked for a motion for the regular meeting to be adjourned at 7:45 pm.

13-111 It as moved by S. Farquharson, seconded by T. James that the meeting be adjourned. **CARRIED**

After a short break the Board moved to a Closed Meeting.

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

JULY 25th, 2013 BOARD MEETING

EXECUTIVE DIRECTORS REPORT

Beyond the normal administrative work over the past month, the following items were of particular note;

Corporate;

- Completed a first draft of a very generic article about the basics of the RSCs and submitted it to the St. Croix Courier as part of the communications concept discussed at a meeting (targeting one article per month)
- The new “in house” janitorial system is working o.k. (i.e. that work has now been distributed to all employees in all buildings at the landfill site). There is a concern about the loss of productivity and hidden cost increases because of the lower that pass staffing levels and having people spending time on low value jobs (janitorial) at the expense of high value jobs (equipment operating). This is still being reviewed and monitored.
- The early stages of putting together a second CAOs Roundtable was worked on. Since our budget impacts their budgets (tip fees and property taxes) the group felt that early August would be a good time to meet and discuss these items.
- We now have 4 requests for information under RTIPPA. Continued to work closely with Ian Walsh, the province’s Chief Information Access and Privacy officer, on following the processes to stay in compliance with this Act. He has since recommended that we use our corporate lawyers to take over this role as it is becoming complicated. It should be noted that this new time demand is not only affecting me but is also adding once again to the administrative staff of the landfill (on top of their jobs), and as yet there is no hired administrative assistance for corporate functions (and none is expected before Jan. 1st. I cannot overstate the amount of work this RTIPPA stuff entails nor what I expect to be the bills for assistance from McInnis Cooper – an unbudgeted expense. All of this will be items of relevance during the 2014 budget discussions/work with the F&B Committee.
- Preliminary work on the 2014 budget has begun. Again this is a complex new system imposed by ELG. I would again reiterate the need for a Part-time CA to assist in this process as none of the 3 of us working on it has any accounting

designation and 2 have little accounting training beyond your basic college level accounting courses. I would add that this person could and should serve as the staff Financial Officer as required within our bylaws, etc

- Assisted in organizing and cost sharing an abbreviated Board Governance training session in partnership with the Fredericton RSC. Unfortunately only 5 Board members and Alternates were able to attend. I highly recommend a full day of such training here within our region this fall.
- As a comment on the 2014 budget process, there is great value in having a mission statement and strategic plan because the process to produce those forces the Board to prioritize its objectives and desires. When such it in place it makes it much easier to prepare a budget because all spending items are put thru the filter of this strategic plan/priorities document and if they don't contribute to the priorities being met, they become optional or completely expendable. We do not currently have such a document to work from.

Solid Waste Division;

- The accounting reporting system inherited from the former solid waste board continues to be a source of division on the SNBSC Board and a challenge to staff.
- In response to a request from the F&B Committee, staff have reviewed the current year's budget (2013) and identified significant areas of cost savings (in large measure thru the deferral of certain costs. While this is a workable solution in the short-term, it is neither sustainable nor what could be termed a "best practice" for going forward.
- It is anticipated that the staff involved and the F&B Committee will soon meet to review these in-year options.

Planning Division;

- A first meeting of the Planning Management Committee (PMC) and that was positive step forward.
- Board members should note in the "Summary of RSC Operating and Capital Budgets Development process" document, distributed to all not long ago, this committee appears to have far greater influence on the Planning Division's budget than any other committee has on any other aspect of our activities. While subject to clarification, by design it does not appear that the F&B Committee nor the full Board is positioned to exercise override power over the PMC recommendations re; the planning budget, given that the full Board does not receive planning services from the RSC.
- As a result of issues coming to planning, we are now aware that this RSC plays a role in the interpretation and possible enforcement of land use within the St. Croix International Waterway. The PMC and the PRAC are aware of this additional responsibility. Several specific items are being worked on as a result of this work being inherited.

There was no RSCs/ELG Monthly meeting this month (cancelled for this month but there is one in August in the Moncton RSC region).

There are more items that I wish to comment on but, in keeping with the new approach to time-based agendas and recommendations made by Sue Farquharson re; when and where to raise sensitive issues, I will be circulating a separate document via e-mail specifically regarding two items for discussion during the in-camera session;

- Performance Reviews
- Finance and Budget Committee meetings

This report you are reading will be posted as usual but the in-camera one is one that guidance is needed on.