

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

**November 28, 2013
River Room, St. Croix Retirement Complex,
St. Stephen, NB**

IN ATTENDANCE:

BOARD MEMBERS

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

OTHERS

Frank Tenhave, Executive Director SNBSC
Tammi McCrum, Coordinator, SNBSC

PUBLIC:

Eight people from the general public attended.

Call to Order

The meeting of the Southwest New Brunswick Service Commission was called to order at 6:09 p.m. by the Co-chairpersons D. Dow and S. Farquharson

Review, Additions, and Approval of Agenda

The Co-chair asked those present if there were any additions or changes anyone would like to make to the agenda. None were requested.

13-136 It was moved by F. Carroll, seconded by G. Christie that the agenda be accepted as present. **CARRIED**

Conflict of Interest Declarations

The Co-chair asked the Board members present whether there were any conflicts of interest and none were brought forth.

Approval of the Minutes of the AGM and the regular Board Meeting Minutes

13-137 It was moved by F. McCallum, seconded by L. Parker that the regular board minutes be accepted as previously circulated. **CARRIED.**

By consent of the board the AGM minutes will be approved at the next AGM meeting.

D. Weare asked that all nay votes be recorded by name. A discussion of this point followed. F. McCallum indicated that this was in our current bylaws but the revised bylaws suggested that this be done only on request. There was further discussion but no further action requested as it would be dealt with when the revised bylaws were reviewed by the Board.

Business Arising from the Minutes

Selection of Board Representatives to sit on EMO Oversight Committee;

At the last Board meeting there was discussion of this point and there was consensus that there would be 2 Board members placed on this committee, and that anyone interested would forward their interest to the ED who would in turn ensure that the 2 co-chairs were aware of their interest and they would make the selection based on qualifications, etc.

The co-chairs discussed the list of those interested but had differing opinions on whether there should be only 2 or if 4 names should be put forward. There were four board members who requested to be on this committee. It was decided by consensus that T. James, F. Carroll, C. Brown and V. Faulkner would be on this committee, as they bring a wealth of information and experience on EMO issues to the table.

Approval of Committee and Other Reports

Audit Committee

D. Weare gave the report, stating that the RFP for an external audit company has not gone out, but would be shortly. He also gave a brief report on the Post Closure Fund report that Gemtec of Fredericton, did for the service commission. It was reported that there has been some over contributing in the past. Because of this, the audit committee feels that for this year (2013) that the Service Commission would not need to contribute to this fund (approx. \$200,000.00) and a copy of the Gemtec report was circulated to all the Board members present. However, the contribution to the Post-Closure fund for next year (already in the 2014 budget) would remain as is until the Finance and Budget Committee had the opportunity to further review this item and make a recommendation to the Board.

13-138 It was moved by V. Faulkner, and seconded by F. McCallum that due to the over contributing of funds in the past to the Post Closure Fund, the Service Commission would not be making a payment to the Post Closure Fund for this year only (2013). **CARRIED.**

Co-Chair, Susan Farquharson, thanked the audit committee, along with the Executive Director and part-time CA, Mark Porter, for the hard work they did in decreasing the deficit, this year.

Finance and Budget Committee

D. Weare gave a brief description of the report that was circulated in each member's folder. The topic at their meeting has been the 2014 budget. D. Weare gave a brief summary of the budget. There were some questions asked about the budget and D. Weare and/or Mark Porter provided the answers to those questions.

13-139 It was moved by D. Weare and seconded by F. McCallum that the 2014 Regional Service Commission 10 budget, as circulated and as per the motion at the September 2013 Board meeting, be approved. **CARRIED.**

Community Policing Committee

G. Christie gave a brief report, which was circulated prior to the meeting and was found in the Member folders. He summarized the results of CPC meeting and the planned next steps. The concern at the last meeting was with Off-Road Enforcement and training, especially among the youth in our region. The committee feels that one helpful step would be to have ATV safety and usage training in the schools.

13-140 It was moved by F. Carroll and seconded by S. Choptiany that board endorse a request to the Province to initiate an off-road vehicle training program in schools. In addition, it would endorse this commission taking the lead in getting all of the commissions to support this request and to do so as a group in order to provide the greatest leverage and possibility of success. **CARRIED.**

Planning Management Committee

V. Faulkner gave a brief report on the PMC last meeting. This committee looked at the expense of holding “special” PRAC meetings, which cost around \$500.00. He indicated that a special meeting is a meeting that is not a regularly scheduled meeting but one that an applicant asks for. They would like to see the applicant have to cover this cost. Also, an ad has been placed in the local media, looking for volunteers for the PRAC committee, as membership is decreasing and quorum was becoming an issue.

13-141 It was moved by L. Parker, and seconded by V. Faulkner, to add to the addendum of the 2014 budget a fee of \$500. When a client makes a request for a special PRAC meeting, outside the preset schedule monthly meetings, to deal with an application filed with the planning department of the SNBSC, a \$500, fee will be charged to the client requesting the meeting. **CARRIED.**

Planning Review and Adjustment Committee

V. Faulkner gave a brief report on the PRAC meeting. An issue arose at that last PRAC meeting, regarding a quorum. This can be resolved in the future due to a change in the PRAC by-laws, under section 8. To meet their quorum, the use of telecommunications may be used but only under certain circumstances which he outlined in his motion.

13-142 It was moved by V. Faulkner and seconded by F. McCallum that under section 8.3 of the PRAC by-laws be changes to read;

- a) In circumstances where quorum is unexpectedly not present, telecommunications technology can be used, at the discretion of the chair or vice-chair, in order to establish quorum to allow a meeting to proceed.
- b) In situations where unexpected weather events prevent some members from participating, telecommunications technology may be used at the discretion of the chair or vice-chair, as applicable.
- c) In no circumstances can in-camera discussions take place where telecommunications technology is active.

After much discussion at the Board it was determined that such a change would require a 30 day notice period. Given this, this item which Vern outlined would be viewed as the official notice of motion and the motion would be dealt with at the January Board meeting.

S. Farquharson, Chair of this committee informed the board that she is resigning from this committee, due to work load.

Technical Advisory Committee

S. Farquharson, gave a brief verbal report (as Board members received the written report in their packages and prior to the meeting) on the issues that this committee has been dealing with, since their first meeting earlier in the year. The main issue is the construction of the new landfill cell. This cell was budgeted in the 2014 budget, and with time restraints, need to start the process.

S. Farquharson, also asked that each member of this committee to provide a brief summary of their credentials that were appropriate for this committee's work. She indicated that this committee as a whole had strong technical background with a wide range of experience.

13-143 It was moved by S. Farquharson, and seconded by P. Dodd to direct staff to proceed with all work related to the construction of a new cell following the same method used to date in consideration of the time constraints. **CARRIED.**

Ad Hoc Procedural Bylaw Review Committee

F. McCallum gave the report for the committee. He stated that it has been a long process. A copy of the revised by-laws was then handed out to all members for them to review at their convenience.

13-144 It was moved by F. McCallum, and seconded by F. Carroll, to receive the draft revised bylaws as distributed and initiate a minimum 30 day full board review. **CARRIED.**

13-145 It was moved by F. McCallum, and seconded by F. Carroll to allow for a special board meeting to allow for discussion and adjustments in support of final approval at the February 2014 board meeting. **CARRIED.**

Executive Director 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 in detail but did encourage any members that had not read it to do so as it contains helpful information. He did briefly discuss the 3 recommendations he made at the end of his report. Those concerned the need to fill the Financial Officer vacancy, that Mark Porter provide a brief financial report at each Board meeting, and that Board members assist in setting up meetings quickly and efficiently by responding to e-mails, doodle surveys, etc .in a timely fashion. This report was very briefly discussed.

New Business

There was discussion regarding a fourth person for the Audit Committee but it was decided to set this aside as it fit into the last item to be discussed in this portion of the meeting

The Co-Chairs, gave brief report on the Byrne @ 50 Symposium that they attend along with the Executive Director.

The issue of committee vacancies, including the Audit Committee and others, was discussed. The consensus was that this was an issue that would be easier to deal with once the revised bylaws are passed.

Time and Location of January Meeting

There will be a “special” board meeting on January 8, 2014 at 6 pm, in Oak Bay at the fire hall if it was available. C. Brown volunteered to look into this and let the ED know. This meeting will have only one item on its agenda, the review of the recommended changes to the Procedural By-laws as presented by the document from the Ad Hoc Procedural Bylaws Review Committee.

The Board agreed to hold the next regular Board meeting, to be held on January 23 at 6 p.m., in St. George, at the Magaguadavic Center.

Questions and Answers from the general public

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

Adjournment of the regular board meeting

The Co-chair, D. Dow asked for a motion for the regular meeting to be adjourned at 8:04 pm.

13-146 It as moved by T. James, seconded by F. McCallum that the meeting be adjourned. **CARRIED**

After a short break the Board moved to an In-Camera Meeting.

Minutes Approved by;

Co-chair Sue Farquharson

Co-chair Dan Dow