

Southwest New Brunswick Service Commission
Board Meeting
Minutes

January 23, 2104
Magaguadavic Centre
St. George, NB

IN ATTENDANCE:

Board Members

Daniel Dow, LSD Representative, Co -Chairperson
Susan Farquharson, 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
Catherine Akagi, Deputy Mayor of St. Andrews
Vern Faulkner, LSD Representative
John Quartermain, Mayor of St. Stephen

Staff

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

Others

Greg McCallum, Director, EMO
Jason Cooling, Coordinator, EMO

Public

Sixteen people from the general public attended.

Call to Order

The meeting of the Southwest New Brunswick Service Commission was called to order at 6:06 p.m. by the Co-chairperson, D. Dow

Review, Additions, and Approval of Agenda

D. Weare asked that under new business, 5 would be “Section 13 of the Regional Service Delivery Act” be added.

D. Dow asked that under new business, 6 would be “Uploading the Agenda to the website”.

13-147 It was moved by F. Carroll, seconded by F. McCallum that the agenda be accepted as presented with these two additions. **CARRIED**

EMO Presentation and Q& A Session

Jason Cooling, Coordinator of EMO gave a brief review of the timeline of the 2013 December ice storm. After reviewing all the information that happened during this time, the biggest obstacle was communications.

He explained the different levels of response and the steps to be taken.

Board Members asked several questions of EMO staff. Following this the public were given opportunity to ask questions.

Conflict of Interest Declarations

No conflicts of interest were brought forth.

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

13-148 It was moved by S. Tucker, seconded by G. Christie that the minutes be accepted as previously circulated. **CARRIED.**

New Business

Review of the Strategic/Priority Setting Report of the Consultant

S. Farquharson asked that the discussion of this report be moved to the February meeting and Board members only “Receive” the report at this meeting.

Review of a “Draft” Work Plan (based on this Strategic/Priority Setting Report)

S. Farquharson asked that the discussion of this draft work plan also be moved to the February meeting, as it flows out of the aforementioned report. She asked that the Board members only “Receive” this document at this meeting.

There was no motion on these items but the Board agreed by consensus to these requests.

Regional Public Transportation Initiative

C. Akagi gave a brief report on this initiative and how it evolved. Multiple copies of a transportation survey were distributed and those present were asked to ensure that anyone completing the survey return it to S. Choptiany, Mayor of St. Andrews, by February 23, 2014.

EMO Concerns

V. Faulkner gave a brief report on two motions and requested the Board decide on which option to vote on. After much discussion a motion on Option 1 proceeded.

13-149 It was moved by V. Faulkner, seconded by T. James, that “the Southwest New Brunswick Service Commission request that the Minister of Public Safety and the Minister of Local Government amend the Regional Service Delivery Act absolving the regional service commissions of all responsibility for oversight of EMO services so that the regional service commissions are held not responsible for the actions of, or liabilities accrued by, individuals/agents of the provincial Emergency Measures Organization performing in that role with no oversight by the Regional Services Commissions.”

It was passed by a vote of 10 votes for and 4 against. Those voting against were S. Farquharson, F. Carroll, C. Brown and S. Tucker. **CARRIED.**

Ryan Donaghy, Director of Environment and Local Government, gave a brief review of regional service commission roles in Emergency Measures Operation planning. He indicated that the Regional EMO Coordinator was charged with leading the development of the regional EMO plan. He was to ensure that the municipalities had an up-to-date plan and then he would plug this into a larger regional plan. The LSDs have an existing plan that may need adjustment but it was basically there. He reiterated that the commission is not doing actual EMO work nor was it responsible for the content of the plan but was responsible for helping ensure that the Regional EMO Plan was finished on time. He reiterated that plan was not yet finished as expected at this point in time so there was more work to done.

Section 13 of the Regional Service Delivery Act

D. Weare brought it to the commissions’ attention that they are not operating according to the Act. The job description for the Executive Director has not been produced. Co-chair S. Farquharson indicated that the job description was part of the work being done within the HR manual. This manual and staff job descriptions is expected to go to a Human Resources committee to be formed when the revised bylaws are approved in February.

Agenda on SNB RSC Website

Co-chair D. Dow indicated that there has been request from the public that the agenda for all upcoming Board meetings be put on the SNB RSC website. After a brief discussion there was consensus that it was appropriate to post the “draft” agenda on the SNB RSC website when it is distributed to the Board.

Approval of Committee and Other Reports

Audit Committee

D. Weare stated that this committee had not met and that due to a personal issue he had not been able to do anything on this. He committed to working on the Audit RFP within a week.

Community Policing Committee

F. Carroll, stated that this committee did not meet in January. The next meeting is scheduled for February 13, at the Bayside Community Hall.

Planning Management Committee

V. Faulkner gave a brief report on the notice of motion made at the November 28, 2013 meeting.

13-150 It was moved by V. Faulkner, and seconded by F. McCallum that Section 8.3 of the PRAC by-laws be revised such that they state;

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.

MOTION CARRIED.

Ad-Hoc Procedural Bylaw Review Committee Update

F. McCallum gave a brief report on the changes that the committee made to the revised bylaws. A summary of changes was in each member's folder to review before discussion and approval at the February meeting.

Executive Director Report

The Executive Director referred the Board to the report circulated via e-mail prior to the meeting and the hard copies 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 highlight several points within it. Specifically he emphasised 1) the need to hire/appoint as per the bylaws a permanent Financial Officer and 2) the need to upgrade/strengthen infrastructure at the landfill given the weather events of the last couple of years. As these items were not discussed in detail they will be incorporated in the February Executive Director report.

Time and Location of February Meeting

The next Board meeting will be held on February 27 at 6 p.m., Hemlock Knoll Landfill Administration Building's Conference Room in Lawrence Station.

Questions and Answers from the general public

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 7:45 pm.

13-151 It as moved by C.Akagi that the meeting be adjourned.

CARRIED

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

Minutes Approved by;

Co-chair Susan Farquharson

Co-chair Dan Dow