

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

**February 27, 2104**  
**Hemlock Knoll Conference Room**  
**Lawrence Station, 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  
Larry Parker, LSD Representative  
Terry James, Mayor of Black's Harbour  
Pat Dodd, LSD Representative  
Stan Choptiany, Mayor of St. Andrews  
Vern Faulkner, LSD Representative  
Nick Cleghorn, LSD Representative  
Kevin Sawtelle, Deputy Mayor of the Rural Community of Campobello  
Robert Moses, Deputy Mayor of Grand Manan

**OTHERS**

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

**PUBLIC:**

Six people 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 Co-chairperson, D. Dow

## **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.

T. James asked that under committee reports and new business, that an item number 9 be added entitled New LSD Organization.

G. Christie asked that under committee reports and new business, that number 10 be added and that it would be the new New Brunswick Trail Policy.

S. Choptiany asked that under committee reports and new business, that number 11 be added and that it would be concerning the Charlotte County Transportation Survey.

**13-152** It was moved by T. James, seconded by C. Brown that the agenda be accepted as present with the three additions. **CARRIED**

## **Conflict of Interest Declarations**

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

## **Approval of the Minutes of the January 23, 2014 Meeting**

**13-153** It was moved by S. Choptiany, seconded by P. Dodd that the minutes be accepted as previously circulated. **CARRIED.**

## **Business Arising from Previous Meeting**

### **Review and Adoption of the Strategic Planning/Priority Setting Report**

Co-Chair, S. Farquharson gave a brief overview of the “Report to the Southwest NB Regional Service Commission: Priority Setting Workshop Outcome and Findings – Part I and II”. She briefly discussed the key points made in the report and in particular spoke on the Mandate and Values of this board, and working together as a group. There was also discussion on the priorities of the board.

**13-154** It was moved by T. James, seconded by F. Carroll that the Strategic Planning/Priority Setting Report be accepted as presented. **CARRIED.**

## **Review of the Draft 2014 WorkPlan and Recommended Actions**

Executive Director, Frank Tenhave gave a brief report on his 2014 work plan, which was in each member's folder at the January 23, 2014 meeting. In summary he indicated that this first draft workplan flowed directly out of the report that had just been adopted by the Board in its motion. Further, he stressed it was prepared on the basis that the commission would have all of the needed resources in place to carry it out however that was not the case today. He recommended that the next step in the workplan development would be to refer it to the Planning Management Committee for further prioritization and revision, and then a report to come back to the Board with recommendations.

This recommendation was accepted by the consensus of the Board.

## **Review and Adoption of the Revised Procedural Bylaws**

S. Choptiany, gave a detailed report on how the bylaws was changed. He noted key issues. There were a couple small changes made. Section 2.5 Board Executive Officers, page 12, the word "hat" was replaced with "vessel". Section 5.8, on page 27, the second sentence, "The members shall elect from among their number a Chairperson and Vice-Chairperson." Be replaced with "By secret ballot, the members shall elect from among their number a Chairperson and Vice-Chairperson."

**13-155** It was moved by P.Dodd, seconded by T. James that the Southwest New Brunswick Service Commission Procedural Bylaws, be accepted as present with the two minor changes. **CARRIED.**

## **Committee Reports and New Business**

### **Technical Advisory Committee**

S. Choptiany gave a brief discussion on the Cat D6RXW-WH bulldozer issue. He gave an explanation on how the committee came up with their recommendation. A few Board members asked questions concerning the cost of a full diagnosis of the broken dozer, whether another RSC might loan or rent one to us as needed, and the accuracy of the leasing costs in the report. The issue of the cost difference between doing cell construction in-house versus contracting out was also broached. After much discussion it was decided to send this issue back to the Technical Advisory committee for more information.

### **Audit Committee**

D. Weare gave the committee report. This report was centred on the Request for Proposals (RFP) that was sent out. Despite the RFP going out to numerous firms, the committee received two proposals, one from Teed, Saunders, Doyle & Co, and one from Turnbull and Kindred. The Audit Committee reviewed the proposals and made its recommended selection.

**13-156** It was moved by D. Weare, seconded by P. Dodd that the firm Teed Saunders Doyle & Co. be appointed the auditors of the Southwest New Brunswick Service Commission for the 2013 fiscal year and subject to a review of their performance may be reappointed by the Board for an additional 2 fiscal years. **CARRIED. T. James voting Nay.**

### **Planning Management Committee**

V. Faulkner gave a brief report on the committee's last meeting. The primary item was a discussion its recommendation for the creation of a new Ad Hoc committee. This committee would take ownership of the process for developing the Regional EMO Plan. He indicated that a lot of work has been done already but this committee was needed in order to ensure grassroots participation by all communities to help ensure its quality and broad-based support.

**13-157** It was moved by V. Faulkner, seconded by T. James to form an Ad Hoc EMO Planning Partnership Committee (EPPC). This committee shall be made up of the 4 current Board EMO representatives, the EMO Co-ordinator for this region, the Local Service Manager for this region, plus a minimum of three persons from the general public as selected by the newly formed committee.

### **Discussion of the AGM and Annual Report (2013)**

The AGM will be held in St. Andrews on April 24<sup>th</sup> at 4pm. The regular board meeting will follow. The consensus of the Board was that there would not be an election of officers at this AGM. There was a legislative requirement to create an Annual Report by the end of April each year. A copy of a possible template for its contents, created by ELG, was circulated to all Board members and was in the folders of all present. There were no comments on that template.

### **Local Service District Organization**

T. James opens the discussion of this issue. She made reference to the content of the new LSD organization's website. She indicated that she found the comments about LSD are being treated as "cashcows" inaccurate, divisive and upsetting. She indicated that co-chair D. Dow may be in a Conflict-of-Interest situation given that the RSC is based on cooperation, etc... S. Choptiany echoed the remarks made by T. James and asked that these offending words be removed from the website and that a public apology be made to the Municipalities. S. Farquharson, asked what LSD was invited to join this organization, as some were left out. Co-chair D. Dow indicated that the wording on their website did not represent the views of the members of this new organization and that the wording would be changed.

### **NB Trail Policy**

G. Christie spoke to this issue. He provided a brief history of the difficulty this region had in the past in getting support for trails. He indicated that this new policy the province was putting in place was continuing this history. He commented that no where in this policy does it mention RSC 10. He asked the Executive Director to contact the Province about making a presentation to the board on this policy at the AGM in April. There was consensus among those present that this

would be appropriate and the Executive Director indicated that he would try to get the appropriate speaker to do this.

### **Charlotte County Transportation**

S. Chopitany gave the board a brief update on how the survey has been going. With over 300 surveys returned his committee was quite encouraged about the potential demand and usage of such a service. There were comments about the service possibly expanding its reach and going as far up as our portion of York County but that required more work to see if that was feasible. More work was being done on the financial aspects of this service.

### **Time and Location of Next Board Meeting**

Those present agreed that the next Board meeting will be held on March 27 at 6 p.m., in Bayside, at the Bayside Community Hall.

### **Questions and Answers from the general public**

A couple of questions were asked by the public and answered by the Board. There were positive comments about the approach the Board was taking on the EMO issue.

### **Adjournment of the regular board meeting**

The Co-chair, D. Dow asked for a motion for the regular meeting to be adjourned at 8:35 pm.

**13-158** It as moved by T. James that the meeting be adjourned.

Minutes Approved by;

Co-chair Sue Farquharson

Co-chair Dan Dow