

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

**April 24, 2014
W.C. O'Neill Arena Conference Room
St. Andrews, NB**

IN ATTENDANCE:

BOARD MEMBERS

Frank Carroll, Mayor of McAdam, Chairperson
Garry Christie, LSD Representative, Vice-Chairperson
Darrell Weare, LSD Representative,
Carla Brown, LSD Representative
Winston Gamblin, Mayor of Harvey
Terry James, Mayor of Black's Harbour
Pat Dodd, LSD Representative
Stan Choptiany, Mayor of St. Andrews
Vern Faulkner, LSD Representative
Frank McCallum, LSD Representative
Sharon Tucker, Mayor of St. George
Heather Hatt, LSD Representative
John Quartermain, Mayor of St. Stephen
Dennis Green, Mayor of Grand Manan
Larry Parker, LSD Representative
Daniel Dow, LSD Representative,

OTHERS

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

PUBLIC:

Thirteen people from the general public were in attendance.

Call to Order

The meeting was called to order at 6:40 p.m. by the Chair F. Carroll.

Review, Additions, and Approval of Agenda

The chair asked those present if there were any additions or changes anyone would like to make to the agenda.

V. Faulkner asked that the signing officers be changed immediately due to the election of the new executive committee.

S. Choptiany asked that a parliamentarian be elected at this meeting.

D. Weare asked that under business arising from previous meeting, 4 b, as Questions regarding the TAC Bulldozer Report / Mike Young's Presentation.

13-174 it was moved by S. Choptiany, seconded by T. James that the agenda be accepted as present with the 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 April 8, 2014 Meeting

13-175 it was moved by F. McCallum, seconded by V. Faulkner that the April 8, 2014 minutes be accepted as circulated. **CARRIED.**

Business Arising from Previous Meeting

Motion to seek legal opinion re; revised bylaws

There was a lengthy discussion concerning the revised Procedural Bylaws. The legality of the revised version was questioned, led by D. Weare and with the support of D. Dow. It was suggested by V. Faulkner that this issue was appropriate for utilizing the assistance of the Department of Environment and Local Government in keeping with the offer made by its Minister, Danny Soucy, at the AGM. There was consensus of the board to proceed in this manner and the Executive Director was directed to forward the relevant documentation to that Department with a request for their feedback on this issue. This package would include a written document from D. Weare outlining the basis for his concerns.

13-176 it was moved by V. Faulkner, seconded by L. Parker that the bylaws for clarity and assist be forwarded to the Department of Environment and Local Government.

Election of Parliamentarian

There was a brief discussion of the history of this position on the Board and the need for it going forward. The chair called for nominations for the position. There were two Board members nominated. Those nominees were asked to leave the room while a vote took place. V. Faulkner was elected to be the Board's Parliamentarian for a one year term.

PRAC Member per Diems

PRAC chair V. Faulkner gave a brief overview of how the Planning Review and Adjustment Committee work and the challenges in keeping members. He indicated that other commissions that have PRACs are paying their members per diems. This issue was discussed at length which included asking the municipal representatives present how they paid their PAC members. In the end no decision was made so the item was tabled until the May meeting. Prior to that meeting the chair of the PRAC was asked to review all the relevant information on this issue, discuss it with PRAC members and so on then come to the May meeting with a recommendation or a couple of options for the Board to consider.

Board Committee Membership (and Reporting)

Chair, F. Carroll gave a brief summary of what had been discussed at the Board table with respect to the membership of committees and the new committee structure resulting from the revised bylaws. The indicated that while there had been attempts to have the committee revisions done with all Board and Alternates present, that hadn't proved that workable. He suggested that the most fair approach that would allow all to have an equal chance would be to have an e-mail sent out to all Board members and Alternates asking for all to select their preferences for serving on Board committees. These preferences would be reviewed by the Executive Committee who would in turn put together the committee based on this feedback. This would all be presented to the Board at the next meeting.

The consensus of the Board was that this was an appropriate way to proceed.

Concerns re; TAC Report on the Bulldozer

D.Weare initiated this discussion. He indicated that he had questions about the time when Mike Young indicated that the dozer broke down. He went on to question the trustworthiness of the management of the commission and that they may have hidden the dozer issue from the Finance & Budget Committee and the Board during the 2014 budget process carried out in 2013. There was a brief discussion of this issue by the full Board. D. Weare indicated that he was considering resigning from the, Audit Committee because of concerns he has over how the commission is operating.

The chair suggested that the Executive Director work with the TAC and other staff, and provide a timeline report to the Board at the next Board meeting.

Committee Reports and New Business;

Executive Director's Report & Workplan

Executive Director, Frank Tenhave gave a brief report on the 2014 Workplan that was circulated in each member folder. He emphasized that it was based on the priority setting process and having a full complement of staff in place in order to carry it out. Further because it would be June by the time the new staff was in place it was very likely that not all the tasks would be completed by the end of the year but whatever was not finished could be rolled over into the 2015 Workplan. He made particular mention of the "budget" item in the Workplan and the need for all committees to review their needs for the upcoming year, and the costs associated with those, and that each committee bring forward its financial requirements soon so they could be included within the upcoming budget process.

Community Policing Committee Report

Chair, F. Carroll and Vice-Chair G. Chrisite, gave a brief report on how this committee is moving ahead with its three major priorities. They indicated that the CPC would be looking at the major action items in each of these three priority areas and developing a budget for delivering on them. This financial requirement would be brought to the Finance and Audit Committee in the same manner as all other committees are asked to do. They explained their importance and why they plan on asking for financial support at the next meeting of this board. A detailed CPC report was circulated in each member folder.

Planning Management Committee Information Synopsis

V. Faulkner gave a brief report on where this committee is currently and where it would likely go in the future. In summary he indicated that this committee recognized early that this committee's role was much larger than simply overseeing the financial aspects of the Planning Div. And the PRAC. There were several "big picture" issues such as climate change and the much needed regional plan that required a committee to be looking down the road on behalf of the full Board. He ended his comments by indicating that this committee was wrestling with some issues but would be coming forward with a report indicating the financial needs of that component in 2015 and beyond.

Establishment of a Regularly Scheduled "Open" Executive Committee meeting.

Chair, F. Carroll asked the board for their consensus of having an "Open" executive committee meeting. To allow administrative time before the actual Board meeting, he indicated that this meeting would have to be held at least one week before the regular board meeting. This item was discussed at length with several members commenting on this being the rationale for what S. Farquharson had suggested many months ago. In the end the consensus was that given the change in Board leadership it would be best to leave things as they are for the next few months then re-evaluate how things are going.

Signing Officers

Due to the elections of new executive committee the signing officers for Southwest New Brunswick Service Commission must be changed to reflect the new structure.

13-177 It was moved by V. Faulkner, seconded by T. James that the new signing officers of the Southwest New Brunswick Service Commission be changed to be the following persons; Chair, F. Carroll, Vice-Chair G. Christie, Executive Director F. Tenhave and Director of Solid Waste and Planning D. Harrington. **CARRIED.**

Time and Location of Next Board Meeting

Based on the tentative schedule that the Board had discussed a few meetings ago, the Board agreed that the next board meeting will be held in the upstairs meeting room at the Pennfield Fire Hall, Pennfield, NB on May 22 at 6 pm.

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 Chair, F. Carroll asked for a motion for the regular meeting to be adjourned at 8:00 pm.

13-178 It as moved by T. James that the meeting be adjourned.

Minutes Approved by;

F. Carroll, chairperson

G. Christie, vice-chairperson