

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

**July 24, 2014
Hemlock Knoll Conference Room
Lawrence Station, 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
Vern Faulkner, LSD Representative
Larry Parker, LSD Representative
Daniel Dow, LSD Representative
Heather Hatt, LSD Representative
Frank McCallum, LSD Representative
Dennis Green, Mayor of Grand Manan (via teleconferencing system)

OTHERS

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

PUBLIC:

One person was in attendance from the public

Call to Order

The meeting of the Southwest New Brunswick Service Commission was called to order at 6:00 p.m. by the Chair F. Carroll.

Conflict of Interest Declarations

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

Approval of Agenda

13-205 It was moved by T. James, seconded by W. Gamblin that the agenda be accepted as presented. **CARRIED.**

Approval of the Minutes of the June 26, 2014 Meeting

The minutes of the last Board meeting had been previously circulated and were included in the Board member folders. One Board member questioned the accuracy of the account in the minutes that reported on an issue dealt with at the last meeting however others spoke in support of the accuracy of the information provided.

13-206 It was moved by F. McCallum, seconded by L. Parker that the June 26, 2014 minutes be accepted as circulated. **CARRIED. D.Weare voting Nay.**

Business Arising from Previous Meeting

The Process for Handling Additions to the Agenda

The chair lead a brief discussion concerning the numerous items being added to the agenda of Board meetings at the beginning of each meeting. He and others indicated that this was becoming difficult to manage and making it hard to complete the circulated agenda in a reasonable length of time. How best to rectify this problem was debated at some length with a few suggestions offered by Board members.

13-207 It was moved by D. Dow, seconded by F. McCallum that additions to the agenda will not be allowed if they are regarding financial or funding requests. **CARRIED.**

Subsequent to that motion/vote, there was further discussion of items coming up that did not have a financial request within them but could still be needlessly included within the agenda. Again there were suggestions for how best to deal with those agenda items.

13-208 It was moved by V. Faulkner, seconded by D. Dow that each individual (non-financial request) item requested for addition to the agenda will be voted on by the Board as a means to decide if it would be added or not. **CARRIED.**

Executive Committee Report re; D. Weare Issues

F. Carroll gave a brief review of the report on the issues that D. Weare raised at the last meeting. This report was circulated prior to the meeting and included within the Board member folders. He indicated that the Executive Committee met and discussed these issues in great detail, including a review of all past correspondence, e-mails, etc. Included within the report was a recommendation that the commission seek legal counsel from a firm that does not have municipal clients within our region i.e. a potential conflict of interest situation. A couple of

Board members raised concerns about the accuracy of the report as well as the validity of the concerns about legal counsel. After lengthy discussion it was decided to vote on the report and the motion as two separate items.

13-209 It was moved by V. Faulkner, seconded by T. James that the Executive Committee report be accepted as presented. **CARRIED, with D. Weare voting Nay.**

13-210 It was moved by V. Faulkner, seconded by T. James to direct the Executive Director to carry out another RFP process for legal services, this time focusing only on legal service providers who do not have municipal clients within our region. The selected law firm may or may not have offices within our region. Based upon the results of the RFP, the Executive Director shall recommend new legal counsel for this commission. **CARRIED. Voting Nay were D. Dow, D. Weare and W. Gamblin.**

Report on Recreational Funding/Fit within RSC Mandates

Executive Director Frank Tenhave gave a brief overview of his report on the RSC role in the funding of recreational facilities, an agenda item that had been moved forward to this meeting from the previous Board meeting. In this report he explained how the RSC's role is as a facilitator and providing assistance in determining the need for facilities, planning for them and so on. He also referred the Board to a document from the province entitled; "Regional Service Commission Recreation Planning Assistance" which was received since the last Board meeting. This document outlined the various specific areas that the province would help fund, the level of funding assistance, and what costs are or aren't eligible.

There was a brief discussion on all of this with the consensus being that it remained worthwhile to have a representative from the Department of Healthy and Inclusive Communities do a presentation to the Board at some time in the near future.

COMMITTEE REPORTS AND NEW BUSINESS

EMO Planning Partnership Committee Update

C. Brown gave a brief overview of the report that was circulated prior to the meeting and within each member's folder. In summary, she explained that this committee held another meeting and a number of issues were discussed at length concerning completing a good regional EMO plan. As well they are working on the Terms of Reference for this committee, a first draft of which was attached to her report.

Finance and Audit Committee Report on 2013 Audit Progress

Current Chair John Quartermain was not able to attend the meeting. In his absence Executive Director Frank Tenhave gave a very brief update on this agenda item on John's behalf. He explained that our FO Mark Porter has delivered the final revised audit numbers/report to the

Auditors in Fredericton and has been following up by phone without success. John Landry is out on vacation so it remains unknown as to when this Audit will be finished for approval by the Board.

Collaborative Opportunities

This agenda item was moved to the end of the meeting.

Transportation Committee Update

T. James gave a brief overview on the report that was circulated in each members file on behalf of S. Choptiany who was not able to attend. She summarized the committee's last meeting, by indicating a representative of the local CBDC attended and provided information on potential loan funding. In addition there was a "broad strokes" look at one proposed route and service delivery model prepared by a couple of committee members. She mentioned a letter back from DTI Minister Claude Williams as well as another letter that was being worked on for sending to all the candidates in the upcoming provincial election. There was much discussion on a business plan for this committee. Lastly she outlined the outcome of a meeting of a business planning subcommittee that was looking at the specifics of a route pattern which offered the best potential for financial viability. This work is in the preliminary stages but shows promise.

Executive Directors Report

The Executive Director gave a brief summary of his report that was circulated to each member. In brief, the solid waste and planning divisions are tracking along pretty much as expected. The solid waste division was challenged by the rainfall and power loss resulting from tropical storm Arthur. He commended on the long hours and hard work that impacted all staff during tropical storm Arthur. It was a challenging week to keep all the systems working and services provided in order to remain open for business as usual. He indicated that preliminary work on the 2015 budget would soon be started. He also made reference to the e-mail recently sent to the Minister of Environment and Local Government concerning feedback from the Department on the Procedural Bylaws issue.

Monthly Financial Statements Summary

The Executive Director gave a brief outline on the four page summary that was circulated in each members file. He explained that he was discussing a new, more user friendly spreadsheet with our Financial Officer and a more readable report for the Board was in the planning stages. A Board member noted an "addition" error on page three of this report.

Collaboration Opportunities

The Chair, F. Carroll stated that at the Executive Committee meeting there was much support for this item. The Executive felt that with the way Board meeting have been going there isn't much opportunity to have pro-active discussions. Perhaps the only way to remedy this is to include a collaborative opportunities agenda item. He opened the floor to a free-flowing

discussion period on this. Several potential areas to save money were touched on. After a good discussion, the Board decided that it would be best to look at one service at a time. After discussion consensus was achieved with one service area being identified that had wide spread support to explore further.

13-211 It was moved by D. Dow, seconded by W. Gamblin that the Executive Director explore the current delivery models for animal control that exist in our region, assess potential cost savings, and determine if there is the interest or potential for any cost savings within our region. **CARRIED.**

Items for In-Camera Discussion

No agenda items.

Time and Location of Next Board Meeting

It was decided to hold the next meeting, August 28, on Campobello Island. This would be an earlier meeting than normal due to the distance, travel time, etc. The location and time will be forwarded once it finalized.

Questions and Answers from the general public

No questions from the public.

Adjournment of the regular board meeting

The Chair, F. Carroll asked for a motion for the regular meeting to be adjourned at 7:55 pm.

13-212 It as moved by D. Weare that the meeting be adjourned.

Minutes Approved by;