

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

**August 28, 2014
Village Mart Conference Room
Campobello Island, 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 (via teleconferencing)
Pat Dodd, LSD Representative
Larry Parker, LSD Representative
Daniel Dow, LSD Representative
Heather Hatt, LSD Representative
Stephen Smart, Mayor of Rural Community of Campobello
Dennis Green, Mayor of Grand Manan
Catherine Akagi, Deputy Mayor of St. Andrews

OTHERS

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

PUBLIC:

One person were in attendance from the public

Call to Order

The meeting of the Southwest New Brunswick Service Commission was called to order at 5:18 p.m. by the Chair F. Carroll. He opened the meeting by expressing, on behalf of the entire Board, their condolences to the Mayor of Grand Manan and the people of that community for the difficult time they have been going through. He touched on the fatal plane crash and a couple of other life ending incidents that the small community has endured over a very short time period, something that really impacts such a close-knit community. Mayor Green thanked the

chair and the Board for the kind words. From there the chair immediately indicated that before getting into the agenda the Board should consider the option of the Board agreeing to allow Board members from the mainland participate via teleconferencing similar to how the islands are allowed to participate via teleconferencing when the meetings are held on the mainland. He indicated that this is a variation away from the current bylaws but was believed to be appropriate for this Board meeting and future Board meetings on the islands. There was a brief discussion of this followed by a motion.

Teleconferencing to Participate in this Meeting

It was moved by L. Parker, seconded by H. Hatt, those board members who couldn't make it to Campobello Island could participate in this meeting by teleconference. **CARRIED.**

Conflict of Interest Declarations

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

Mayor S. Smart of the Campobello Rural Community welcomed everyone for attending this meeting on the Island. He gave a brief summary on how and when Campobello became a Rural Community. He also talked about some of the challenges the island is dealing with and made mention of how the Southwest NB Service Commission is benefiting the island (cell coverage issue, policing issue, etc.).

Approval of Agenda

13-213 It was moved by D. Dow, seconded by P. Dodd, an agenda item be added that D. Weare be allowed to speak on an e-mail that was circulated by G. Christie on Thursday, August 28, 2014. **DEFEATED. Voting Nay were D. Green, W. Gamblin, L.Parker, S. Smart, H. Hatt, T. James, C. Akagi, and F. Carroll.**

13-214 It was moved by T. James, seconded by W. Gamblin that the agenda be accepted as present. **CARRIED.**

Approval of the Minutes of the July 24, 2014 Meeting

13-215 It was moved by D. Dow, seconded by L. Parker that the July 24, 2014 minutes be accepted as circulated. **CARRIED. D. Weare voted Nay.**

BUSINESS ARISING FROM PREVIOUS MEETING

Weather Events/Increased Costs to SNBSC

Executive Director, F. Tenhave gave a brief report on the additional cost to SNBSC budget. He recommended that this entire issued be directed to the TAC for further review and discussion. The TAC could then make recommendations back to the Board as to how it might act to mitigate these expected and growing costs. Much discussion ensued over this topic and what actions should be taken in response to future weather events. No direction came from the Board regarding the recommended transferring of this item to the TAC for further work.

13-216 It was moved by T. James, seconded by W. Gamblin that the SNBSC send a letter to the provincial tri-group committee (NB Power, Aliant and DTI) that is dealing with this issue to encourage an active and expedient line clearing of trees across our region.

CARRIED.

COMMITTEE REPORTS AND NEW BUSINESS

2013 Audit Progress Report

Executive Director gave a brief update on the Audit progress based upon a report prepared by Mark Porter and circulated prior to the meeting. Mark has been in contact with both the Auditors and Sandra Jessop-Roach of ELG. There has been a couple of changes recommended by Ms. Jessop-Roach that Mark is making. On completion this revised 2013 audit will be sent to Teed Saunders Doyle. Given that Teed Saunders Doyle are our current auditors, they must decide what the next step in this process is i.e. if they will accept the revised audited statements based on Mark's work (and Sandra's requested changes which Mark made), and thus submit it as is to this commission, or if they are going make changes to it and submit it to the commission, or whatever.

PMC Report

In the absence of the Chair of this committee, committee member L. Parker gave a brief report from their August 22 meeting. Much discussion was around building inspectors and training for them. Unless circumstances and/or operational requirements change, based on direction from the province, this committee is status quo for the 2015 budget. The loss of the revenues for building permits etc. to the province was the other major item discussed by this committee at its last meeting.

13-217 It was moved by L. Parker, seconded by H. Hatt that this commission send another letter, very similar to the one previously sent to the Minister, about our concerns regarding the keeping of fees here, This letter will be sent to the new ELG Minister once that person is named after the September **election. CARRIED.**

September Social Event

F. Carroll spoke of the value of having a social event for everyone connected to the commission. He indicated that the Executive endorsed this idea and believed that it would be ideal to hold such an event prior to the beginning of the next Board meeting and perhaps the Board meeting could have a shortened i.e. only reports related to the financial issues as they are the most pressing (2013 audit and 2015 budget) to allow more time for the social event and yet not keep people too late.

13-218 It was moved by T. James, seconded by C. Akagi that there would be a social event/barbeque held at Hemlock Knoll before the September 25th meeting. Invited to this event will be all board members (past and present), all committee members, and all staff of the SNBSC. This event would start at 4:30pm with the Board Meeting starting at 6:30pm.
CARRIED.

REPORT ON COLLABORATIVE SERVICES

Transportation Committee Update

Deputy Mayor and Transportation Committee member C. Akagi gave a brief report on the last Transportation Committee meeting. She gave an update on the surveys that have been completed. Also she indicated that this committee has a subcommittee that is working on developing a business plan for the actual bus service.

Collaborative Opportunities

The chair initiated this topic by reviewing the discussion at the last Board meeting. He indicated that this agenda item would be an on-going part of the commissions Board meetings as it provided one of the few opportunities for the Board to look proactively at opportunities. He then referred to the animal control service possibility that was agreed to at the last meeting. At that point the Executive Director gave a verbal report on the work that has been done on animal control to date (costs, who provides services, etc.). There is still much work to do on this report before it can be finalized. Further discussion arose around the topic of building inspectors being used by municipalities and the possibility of the service commission partnering with such services that might already exist within our region. The Executive Director indicated that he would look further into this item.

COMMISSION REPORTS

Executive Director Report

Executive Director gave a brief summary of his report that was circulated to each member. The business plan for the Charlotte County Transportation committee, cell coverage

for Campobello and Grand Manan, and the 2015 budget, were the highlights of his verbal summary.

Monthly Financial Statements Summary

The monthly statements were circulated in each members file. The Executive Director provided a quick overview of them and explained that a new user friendly spreadsheet format for such reports was in process.

Consideration of by-laws

The chair indicated that no correspondence in response to our letter on this issue to ELG has been received from the Minister of Environment and Local Government so far. D. Dow and D. Weare raised the possibility of an e-mail on this subject, from Rob Kelly, having been sent but neither had a copy to circulate. There was further discussion of this communication that no other member of the Board had received or was aware of. D. Dow referred this to D. Weare who then raised a concern about this, specifically that the Board had not been kept fully informed of discussions that the Chair and the Executive Director had with ELG/Rob Kelly.

The concerns issue ended with D. Weare expressing his intent to give a “notice of motion” pursuant to section 2.6.1 of the current (revised) Procedural Bylaws. He indicated that , subject to the outcome of his consultation with his legal counsel, his motion would call for the removal of the SNBSC executive officers. He also added the removal of the Executive Director during the discussion right after he had made this notice, although the chair indicated that the process for such removal did not fall within the process for Board executive officers. The chair reviewed the content of section 2.6.1 so that all present were aware of its specifics.

Items for In-Camera Discussion

No items.

Time and Location of Next Board Meeting

The next meeting will be held on September 25 at the Hemlock Knoll in Lawrence Station with a social/B-B-Q event from 4:30 p.m. until 6:30 p.m. to be followed immediately by the Board meeting (a half hour later than our usual start time).

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 7:01pm.

13-219 It as moved by D. Green that the meeting be adjourned.

Minutes Approved by;