

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

**October 23, 2014
Garcelon Civic Center Conference Room
St. Stephen, 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
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
Stan Choptiany, Mayor of St. Andrews
Frank McCallum, LSD Representative
Vern Faulkner, LSD Representative

OTHERS

Frank Tenhave, Executive Director SNBSC
Tammi McCrum, Coordinator, SNBSC
Mark Porter, CA, SNBSC

PUBLIC:

Eight person were in attendance from the public

Call to Order

The meeting of the Southwest New Brunswick Service Commission was called to order at 6:01 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 forward.

PUBLIC PRESENTATIONS

Rural Transportation Needs

S. Choptiany circulated a brief handout on financial request that this committee was asking the SNBSC board for. He went on to give a short oral presentation on what the committee has done and their business plan. These 2 financial requests would be for research and communication/education component, not to finance the bus service.

Approval of Agenda

13-226 It was moved by T. James, seconded by F. McCallum that the agenda be accepted as present. **CARRIED. D. Weare voting Nay**

Approval of the Minutes of the September 25, 2014 Meeting

13-227 It was moved V. Faulkner, seconded by F. McCallum that the September 25, 2014 minutes be accepted as circulated. **CARRIED. D. Weare and D. Dow voted Nay. D. Green abstaining.**

BUSINESS ARISING FROM PREVIOUS MEETING

Notice of Motion re; Reconfirming Procedural Bylaws

13-228 It was moved by T. James, seconded by L Parker that the Procedural Bylaws that was passed at the February 27, 2014 remain in effect until there is a Procedural bylaw review. **CARRIED. D.Weare and D. Dow voting Nay.**

PRAC Research Report (re:voting)

V. Faulkner, chair of the PRAC committee gave a brief report on how any items that this committee needs go through the Planning Management Committee (PMC). After much discussion it asked the Executive Director to contact Fredericton to see how we should proceed with this matter.

13-229 It was moved by L. Parker, seconded by T. James that the protocol for t PRAC committee stay the same until there is a bylaw review. **CARRIED. D. Weare, D. Dow and F. McCallum voting NAY.**

Finance and Audit Committee Report

W. Gamblin gave a brief oral report on the report that was in each member files.

2013 Audit

13-230 It was moved by W. Gamblin, seconded by S. Choptiany that the SNBSC board approve the 2013 Financial Statements and to accept the Auditors report from Teed, Saunders, Doyle. **CARRIED. T. James voting NAY.**

13-231 It was moved by W. Gamblin, seconded by D. Weare to only pay the auditors the original quoted price of \$12,500.00 plus HST and to pay neither the increased amount shown in later invoices nor the accumulated interest on the bill. **CARRIED.**

13-232 It was moved by W. Gamblin, seconded by P. Dodd to pay for the new bulldozer out of the solid waste division's operation account funds. **CARRIED.**

13-233 It was moved by W. Gamblin, seconded by D. Dow to direct staff to proceed with applying for a \$500,000.00, Line of Credit for the Solid Waste Division. **CARRIED.**

13-234 It was moved by W. Gamblin, seconded by F. McCallum to approve the transferring of \$150,000.00 from the Solid Waste's Operating fund to the Solid Waste's Operating Reserve Fund. **CARRIED.**

13-235 It was moved by W. Gamblin, seconded by D. Dow to close the RBC Dominion Account 28226213, otherwise known as the Scholarship fund, which currently has approximately \$100,000.00 in it. **CARRIED.**

13-236 It was moved by W. Gamblin, seconded by S. Choptiany to transfer \$500,000.00 from the Solid Waste's Operating Fund to the Solid Waste's Capital Reserve Fund. **CARRIED.**

After much discussion on the Investment policy, a consensus was to look at doing a 3 year review.

2015 Budget

A four page budget summary was circulated in each member folder. After great debate on this issue.

13-237 It was moved by S. Choptiany, seconded by C. Brown that the following changes be made in the 2015 Budget summary. That under the highlighted section of each silo, that the wage increase could be budgeted for 1.9%. Also that the transportation request of \$12,000.00 and the Community Policing request of \$13,000.00 be added to this budget. **CARRIED. D. Weare, D. Dow and V. Faulkner voting NAY.**

13-238 It was moved by W. Gamblin, seconded by F. McCallum that the Commission intends to approve its 2015 budget at the December regular board meeting. **CARRIED.**

13-239 It was moved by W. Gamblin, seconded by F. McCallum that the SNBSC will provide a copy of the preliminary budget to all of the municipalities, rural communities, and LSDs through the LSM along with an explanation letter summarizing the key points by the end of Monday October 27, 2014. **CARRIED.**

LSD Adv. Com Chair selection and New Bd. Mbr. Orientation

F. McCallum spoke on this issue, regarding board members term expiring on Dec 31 of this year. Since there will be new members sitting at the board he would like to see the new LSD chairs be invited to the next couple of meetings.

Potential for Animal Control Service

Executive Director Frank Tenhave spoke on the report that was in each member file folder.

13-240 It was moved by W. Gamblin, seconded by G. Chrisite that an adhoc committee on Animal Control Services for our region by set up. On this committee will be F. Carroll, P. Dodd and V. Faulkner. **CARRIED.**

COMMISSION REPORTS

Executive Committee Report

F. Carroll gave a brief report on the report that was circulated in each member file folder. The Rural Transportation was discussed also along with property tax issues.

RSC Support for Communications Initiative

S. Smart gave a brief oral report on the progress of communications mostly cell coverage. He asked that this board send a letter to the Premier supporting the communication project that the Province is looking at.

13-241 It was moved by V. Faulkner, seconded by L. Parker that the SNBSC through its chair send a letter to the Premier supporting this communication project. **CARRIED.**

Community Policing Committee Report

A copy of the "RCMP Policing Services in New Brunswick, 2014" was circulated in each member file folder.

EMO PPC Report

Chair C. Brown gave a brief report on the committee report that was circulated in each member file folder. The purpose of their last meeting was to come up with an Term of Reference which was attached to this report.

13-242 It was moved by C. Brown, seconded by S. Choptiany that the EMO PPC, Term of Reference be accepted at presented. **CARRIED.**

13-243 It was moved by D. Dow, seconded by J. Quartermain that C. Brown expense be covered for the 4 days of EMO training that she received recently in Fredericton. **CARRIED. D. Weare voting NAY.**

13-244 It was moved by C. Brown, seconded by J. Quartermain that this meeting be extended by 30 minutes. **CARRIED.**

Executive Directors 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 Expression on Interest in Legal Services was highlighted.

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.

Items for In-Camera Discussion

No items.

Time and Location of Next Board Meeting

The next meeting will be held on November 27 at the Fundy Bay Fire Station in Back Bay, NB at 6:00 p.m.

Questions and Answers from the general public

Questions were addressed 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 9:39 p.m..

13-246 It as moved by G. Chrisite that the meeting be adjourned.

Minutes Approved by;