

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

**January 22, 2015
Magaguadavic Place
St. George, NB**

IN ATTENDANCE:

BOARD MEMBERS

Frank Carroll, Mayor of McAdam, Chairperson
Garry Chrisite, LSD Representative, Vice - Chair
Darrell Weare, LSD Representative,
Carla Brown, LSD Representative
Winston Gamblin, Mayor of Harvey
Terry James, Mayor of Black's Harbour
Daniel Dow, LSD Representative
Dennis Blair, LSD Representative
Sharon Tucker, Mayor of St. George
Wade Greenlaw, LSD Representative
David Szemerda, LSD Representative
James Tubbs, LSD Representative
Annette Townes, LSD Representative
Katie Akagi, Deputy Mayor of St. Andrews

OTHERS

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

PUBLIC:

Six person were in attendance from the public

Call to Order

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

Chair F. Carroll asked that everyone stand and observe a moment of silence for in honour of board member H. Hatt's husband who recently passed away.

Chair, F. Carroll then welcomed new board members and invited directors to each introduce themselves around the table.

Conflict of Interest Declarations

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

Approval of Agenda

W. Gamblin asked that under New Business that the engagement letter from the auditor James Bogart be added.

15-01 It was moved by W. Gamblin, seconded by D. Weare that the agenda be accepted with the addition of the new item. **CARRIED**

Approval of the Minutes of the December 11, 2014 Meeting

15-02 It was moved by T. James, seconded by G. Christie that the December 11, 2014 minutes be accepted as circulated. **CARRIED. D. Weare voting NAY.**

BUSINESS ARISING FROM PREVIOUS MEETING

Board Member and Alternates Skills Inventory Form

Executive Director F. Tenhave went over the skills inventory form that was emailed and in each members file folder. By members filling out these forms it would provide a basis to help determine which committee they are best suited for. All were urged to complete the form and return it at their earliest convenience.

Summary of Meeting of 12 RSC Chairs with the new Minister of ELG

Chair, F. Carroll spoke on this meeting that he attended in Fredericton. There were 4 priority topics that the chairs took to the Minister of Environment and Local Government (ELG). Those were; 1) Economic Development – the unanimous view of the chairs was that this needs to be part of the RSC's mandate. 2) the balance of power at the board tables and the lack of authority of the RSCs. The big concern was the double 2/3 voting structure for financial issues and LSDs representing all their population no matter how many attend versus Municipalities which only represent their own populations. There was much talk around the Finn report, with the lack of authority that the RSCs currently are challenged by. 3) the lack of understanding and knowledge of the chairs about the other regions within the province. This contributed to a lack of

unified voices on critical issues. 4) the need for greater collaboration and probably additional mandated services to come to the RSCs. This was viewed as a key way that the RSCs would be able to show real value and cost savings to the public.

The chair indicated that the Minister's response was that he is new in this post and is in a learning curve so these issues will be dealt with but over time as he gets comfortable with all of this.

Filling the Standing Committees (and PRAC) membership Openings

The chair introduced this segment and indicated that this was a necessary step today in order for all committees to continue their work. The membership of the committees would be revisited at the AGM in late April. There was a discussion of the make-up of the various committees, some with non-Board membership and some without.

15-03 It was moved by D. Dow, seconded by K. Akagi that the Finance and Audit Committee and the Human Resources Committee are made up of board members only. **CARRIED.**

There was another discussion concerning the Finance and Audit committee and whether J. Quartermain was a member or not. J. Quartermain gave verbal notice at the committee meeting and board meeting that he had resigned. He later sent an e-mail stating that he had resigned from this committee.

15-04 It was moved by D. Szemerda, seconded by C. Brown that J. Quartermain's resignation from the Finance and Audit committee be accepted. **CARRIED.**

Further discussion ensued about how to handle resignations from a committee, whether it should come to the board table, to the executive committee or to the chair of the board.

15-05 It was moved by C. Brown, seconded by S. Tucker that a committee member must submit their resignation in writing to the Executive Committee, either directly or through the Executive Director, that the Executive Committee has the authority to accept resignations on behalf of the Board, and the Executive Committee will inform the Board. **CARRIED.**

15-06 It was moved by S. Tucker, seconded by T. James that SNBSC standing committees would consist of at least four board members. **CARRIED.**

The group was then polled for directors to fill the various openings on several committees.

The discussion diverged from the committee volunteers to a discussion of changing the number of people on the Executive Committee. D. Dow raised this issue and gave a Notice of Motion that he would be making a Motion at the next Board meeting to change the Procedural Bylaws such that the Executive Committee would have 4 members rather than the current 3. The chair recommended that this item be added to the list of other potential bylaw changes that has been compiled for several months. He indicated that the board was aware of this and that an Ad Hoc committee was to be struck to examine all of these changes and recommend changes all at one

time. D. Dow did not agree with handling this particular issue in that way. After further discussion, the consensus decision was that the Executive Director would research the legality of going forward with the Notice of Motion as just outlined. If the Notice of Motion path put forward by D. Dow was legal i.e. in keeping with our legislation, regulations, bylaws and Robert's Rules of Order, he indicated that he would proceed and make the motion at the next meeting. If it were not, D. Dow would not proceed with his Notice of Motion at the next meeting.

The discussion at the meeting then returned to filling the committees.

15-07 It was moved by T. James, seconded by C. Brown that the Standing Committees will be as follows:

Finance and Audit: D. Dow, D. Weare, W. Gamblin, J. Wright and D. Blair

Planning Management: C. Brown, T. James, W. Greenlaw, D. Szemerda, A. Townes, H. Chase, R. MacPherson, V. Faulkner, and L. Parker.

Technical Advisory: W. Gamblin, G. Christie, S. Choptiany, J. Tubbs, P. Fenety, G. Greenlaw, S. Wadlin, L. Burrige, and D. Mahar.

Human Resource: S. Choptiany, S. Tucker, D. Dow and T. James

Community Policing: F. Carroll, G. Christie, H. Hatt, S. Choptiany and P. Dodd

CARRIED.

The chair then raised the issue of the PRAC. Even though it is not a standing committee, it is under the administrative control of the RSC and as a result of the recent elections, it has a strong need to get more Board members to serve on this committee. Several present indicated that they would do so.

15-08 It was moved by K. Akagi, seconded by C. Brown that D. Dow, A. Townes, D. Blair, W. Greenlaw be appointed as the board members to the Planning Review and Adjustment Committee (PRAC). **CARRIED.**

Filling the "Parliamentarian" opening

The chair reviewed the recent history of the position and how as a result of the elections, we had lost our Parliamentarian. There was a call for nominations or interest in the position. The chair indicated that S. Choptiany had volunteered to let his name stand for the position. There was some debate about the details of his nomination.

15-09 It was moved by W. Gamblin, seconded by C. Brown that S. Choptiany be chosen as this year's Parliamentarian. **CARRIED. Voting Nay was D. Dow, D. Weare and D. Szemerda.**

Auditor Engagement Letter

There was a discussion of the background and reasons why this letter had been brought forward. The key point was that in the interest of time, and given the fact that the Finance and Audit Committee had not had 4 Board members for over a month, this item should be dealt with at the

Board table and then further action would revert to the F&A Committee which has just been refilled with the required number of members.

15-10 It was moved by W. Gamblin, seconded by J. Tubbs that the SNBSC accept the James Bogart letter of engagement. **CARRIED.**

Meeting with MLAs and MP

Much discussion was given to inviting the 3MLAs and 1 MP to a board meeting, and more importantly what the messages from the Board to them would be. The discussion then centred on a possible special board meeting to iron out all the details of this. The consensus of the Board was that board members would have a strategic planning session before the next board meeting to deal with the important messages to be given to the elected politicians when a meeting is scheduled. This would be a closed working session starting at 5:30 PM and the actual Board meeting would start at 7:00 PM. which would be open to the public as normal.

Collaborative Services Re: Ad Hoc Animal Control Services

The chair indicated that this committee previously had 3 members but as a result of the recent LSD elections, two members were now gone and he was the only one left. There was consensus that these openings should be filled and members sought. Two directors stepped forward.

15-11 It was moved by T. James, seconded by K. Akagi that the Ad Hoc Animal Control Service should get up and running. Members of this committee will be F. Carroll, S. Tucker and D. Blair. **CARRIED.**

COMMISSION REPORTS

EMO PPC Report

Chair C. Brown gave a brief report on what the committee has been working on. She indicated that a first version of the Regional EMO plan was just completed. In addition the committee had been working on a “flier” initiative which had been reported on previously. This flier would go out to every household in our region with each flier being customized to the fire service catchment area they resided in. She asked for a commitment from all Board members to pursue this on behalf of their residents and ensure its completion and distribution asap.

15-12 It was moved by C. Brown, seconded by D. Blair to confirm that the SNBSC board supports its EMO Planning Partnership Committee in its efforts to promote better communications to the public regarding being prepared for emergencies. To that end this Board strongly encourages each and every member of the SNBSC Board of Directors and the Alternates to take ownership of the EMO information flier project for their fire service catchment area and personally take responsibility for it. This includes assisting

with the creation of an appropriate flyer for their areas such that it can be completed and distributed in a timely fashion. **CARRIED.**

15-13 It was moved by C. Brown, seconded by J. Tubbs to have this first Regional EMO Plan posted on the SNBSC website and that it be updated in a timely fashion as changes and improvements to it are made. **CARRIED.**

Community Policing Committee Report

Co-Chair, G, Christie gave a brief report on the meeting that he attended in Oromocto where he and others sat in on an internal RCMP meeting (the first known to do so). He also talked on the latest CPC meeting held on January 8th in Oak Bay. The summary was that the priorities of the CPC were being pursued.

Executive Committee Report

T. James spoke on the brief report that was circulated to each board member's file folder. There were no comments or questions concerning it.

Revised Training Policy

As a result of discussions of this topic at a previous meeting, more research was done and a number of minor changes were made to the original policy as called for.

15-14 It was moved by C. Brown, seconded by W. Gamblin to adopt the following Training Policy for Board members and Alternates who are participating in training opportunities, where the commission will be reimbursing the costs of such training, as follows;

- Any training must have a clearly demonstrated, tangible benefit to the Board or its committees as a result of the person having this training.
- The person wishing to participate in a training event must provide a brief written report (including the e-mail option) request including the title of the training, description of the course, its benefit to the commission, and a summary of all expected costs (registrations, travel, meals accommodation, etc.) to the Executive Director at least 7 days prior to the actual training event starting. The request will be filed for future reference.
- For training with a total cost less than \$500.00; the Executive Director will determine if the request meets the criteria stated and inform the member of that decision in writing indicating the reason why it was refused if that is the decision. The response will be filed for future reference.
- For training with a total cost more than \$500.00; the Executive Director, in consultation with the Board, will determine if the request is of sufficient value to warrant the cost of attending such training. The applicant will be informed of the decision in writing if it is refused and the reason stated. This response will be kept on file.
- Once the training is completed the member shall fill out a standard expense form for all the qualifying costs of the training and attach receipts to verify costs. The meal and mileage allowances will be in keeping with the provincial rates as found in Appendix 4 of the Procedural

Bylaws. Members are expected to use their best judgement in selecting reasonably priced accommodations. If the training or event is held in a particular facility attached to accommodations, the expectation is that the organizers will have negotiated a reasonable rate for a block of rooms there and our participants would be staying at that location.*

- Persons receiving such training are to provide the Board with a minimum one-page report on the training course and what is of value to the Commission. This will be provided to the first Board meeting following the training.
- Generally it is expected that only one person from the Board will be considered for training at any course unless there is a compelling reason for more than one to do so. In such a case more than one application would be considered.
- There will be a limit of \$1000.00 in total training expenses per member per year. This cap does not include any costs associated with training that is organized for the entire Board or Committee.
- Any Board-wide training, and related training costs for it, would be a Board meeting agenda item and all decisions related to it will be made at the Board table.”

(* It should be noted that this organization does not have access to the current government rates for accommodations used by Federal and Provincial government employees. Only government employees have access to this information through their internal “intranet” system. As such, there is no practical way for this organization to follow their accommodations policies and practices.)

CARRIED.

Executive Directors Report

Executive Director gave a brief summary of his report that was circulated to each member. Highlights of his report included the communication needs on Campobello, and climate change issues impacting our region.

Monthly Financial Statements Summary

The monthly statements were circulated in each members file. Financial Officer Mark Porter, CA gave a brief summary of these statements. There was a discussion of the complexity of the financial structures and how many Board members, especially new ones, would have difficulty understanding them. There was a training need that many saw value in pursuing.

15-15 It was moved by D. Dow, seconded by W. Greenlaw that there be a 1 hour training session every quarter for in depth training of the finances of the commission. **CARRIED.**

15-16 It was moved by W. Gamblin, seconded by W. Greenlaw to transfer \$150,000.00 from the Solid Waste Reserve Fund to the Solid Waste Operating Fund. **CARRIED.**

Items for In-Camera Discussion

There were no items brought forward for such so no in-camera session was held.

Time and Location of Next Board Meeting

The next meeting will be held on February 26, 2015 at the Fundy Bay Fire Department in Back Bay, NB at 7:00 p.m. There will be a closed strategic session from 5:30 to 7 pm.

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 8:38p.m.

15-17 It was moved by K. Akagi that the meeting be adjourned.

Minutes Approved by;