

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

**February 26, 2015
Fundy Bay Fire Hall
Back Bay, N.B.**

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
Heather Hatt, LSD Representative
Katie Akagi, Deputy Mayor of St. Andrews

OTHERS

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

PUBLIC:

Two persons were in attendance from the public.

Call to Order

The meeting of the Southwest New Brunswick Service Commission was called to order at 7:03 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

Approval of Agenda

D. Dow asked that an item concerning the website be added.

D. Weare asked for a small item to be added to the in-camera discussion section.

15-18 It was moved by K. Akagi, seconded by W. Gamblin that the agenda be accepted with the addition of the new items. **CARRIED**

Approval of the Minutes of the January 22, 2015 Meeting

At this point a concern was raised by D. Weare concerning the role of the Board's Parliamentarian. In summary he indicated that he believed that the Parliamentarian took the position with conditions and that if so if he intended to follow restrictions on the Parliamentarian's role that were called for in Roberts Rules of Order (not being involved in motions, votes, debate, etc.). After a short debate on this issue the Chair indicated that this question would be researched by the Executive Director, the issue would be brought to the attention of the Parliamentarian (absent from the meeting), and the issue be brought back to the Board table for further discussion at the next meeting when the Parliamentarian was in attendance.

15-19 It was moved by W. Gamblin, seconded by T. James that the January 22, 2015 minutes be accepted as circulated. **CARRIED.**

BUSINESS ARISING FROM PREVIOUS MEETING

Results of research into Notice of Motion item

The report that was in each member's file folder regarding the Notice of Motion was discussed. This was concerning having the immediate changing of the Procedural Bylaws to have a 4th person added to the Executive Committee.

15-20 It was moved by D. Dow, seconded by G. Christie that a 4th board member be added to the Executive Committee. **DEFEATED (by a 6 to 8 vote) Voting Ya was D. Dow, D. Weare, H. Hatt, G. Christie, J. Tubbs, W. Greenlaw. Voting Nay was D. Szemerda, F. Carroll, T. James, S. Tucker, C. Brown, D. Blair, W. Gamblin, and K. Akagi.**

Subsequent to this the chair asked the Board if it would like to see this issue added to the list of items to be reviewed when the new Ad Hoc Procedural Bylaw committee is set up. The consensus of the Board was that it should be added.

Discussion of AGM and ELG Minister's request

The Minister of Environment and Local Government has sent a request to this Board, asking for Monday April 27th to be the date that he could attend a meeting with this Board. After much discussion it was decided that rather than change the date of the AGM and regularly scheduled Board meeting, it would hold a Special Meeting of the Board. Further there was a discussion of the Board's previously discussed plan to have all elected officials come to a meeting. Given that the Board decided that this Special Meeting would be an appropriate opportunity to invite all of the elected officials from the region to attend so that all could hear the same discussion of the issues here at this commission (i.e. MP, 3 MLAs). There was a discussion of the best location for this and in the end the Conference Room at the landfill in Hemlock Knoll was the consensus of the Board.

15-21 Moved by D. Weare, seconded by K. Akagi, that the Board would hold a Special Meeting with the Minister of Environment and Local Government and other guests on Monday, April 27 at 6:00 or 6:30 PM at a location within the region to be determined. **CARRIED.**

Website Issue

D. Dow asked why "Region Sports, Recreational, and Cultural Infrastructure Planning and Cost-Sharing" information was included under the mandated services of the commission on our website. The Executive Director researched the question within documentation at hand and indicated that this was a mandated service within legislation and was standard to all commissions. He added that what happens within this mandate is that the commission has the authority to act in this area but what is actually done is based on voluntary agreement at the Board table i.e. the commission is simply a facilitator. There was no further discussion of the issue.

COMMISSION REPORTS

Planning Management Committee Report

D. Szemerda gave a brief verbal summary of the report that was in each Board member's file folder. There was much discussion of the wording of the motion and the draft letter.

15-22 It was moved by D. Szemerda, seconded by T. James to send a letter to the Minister of Environment and Local Government to again request that all fees collected by the Regional Service Commissions be allowed to be kept and used by the planning divisions of the commissions. **CARRIED.**

There was then a discussion of a possible submission by this Board to the government's Program Review committee.

15-23 It was moved by S. Tucker, seconded by J. Tubbs that the Planning Management Committee if they wish could prepare a report for the next Board meeting regarding specific issues it would like to make government aware of such as the fee issue. It could be then reviewed by the Board and possibly added to presentations of the three Priorities of the Board to the Minister and other officials at the April meeting. D. Szemerda could then make this presentation to the Minister. **CARRIED.**

There was then a concern raised by D. Dow regarding a need to change the PRAC bylaws due to quorum problems at the PRAC. In addition he indicated that there are issues with respect to the PMC and the lack of clarity on who is allowed to be on that committee, who votes and who doesn't, etc. In the end, with respect to the PMC issue it was agreed by the Board that this item be added to the Ad Hoc Bylaw Review committee's list of items to be dealt with.

15-24 It was moved by D. Dow, seconded by D. Blair that 3.8 of the PRAC by-laws be changed to state: A quorum for the Planning Review and Adjustment Committee shall be set at no less than three (3) members present in person or by phone. If a quorum is not present within thirty (30) minutes of the meeting start time, the meeting will be adjourned and rescheduled for an alternate date determined by the chairperson. **CARRIED.**

Technical Advisory Committee Report

W. Gamblin gave a brief summary of the report that was in each Board member's file folder. No issues required a Board motion.

Finance and Audit Committee Report

D. Dow gave a brief summary of the report that was in each Board member's file folder.

15-25 It was moved by D. Dow, seconded by D. Blair that the Technical Advisory Committee (TAC) be requested to make the development of a 10 year capital plan for the landfill a priority item and to bring its recommendations back to the board at its earliest convenience. **CARRIED.**

15-26 It was moved by D. Dow, seconded by D. Blair that staff at the landfill be directed to follow a policy of very strongly encouraging occasional customers to pay by means of cash, debit or credit cards. With that as a general rule, staff will use some flexibility and discretion in applying this policy in order to take into account special circumstance and so on. **CARRIED.**

15-27 It was moved by D. Dow, seconded by J. Tubbs that Mark Porter be approved by the Board to become an additional signing officer for the administration side of the commission. **CARRIED.**

Executive Committee Report

G. Christie gave a brief summary of the report that was in each Board member's file folder.

15-27 It was moved by G. Christie, seconded by T. James to add the third member of the Executive Committee to the current two signing officers from the governance component, those being the chair and the vice-chair. **CARRIED.**

The chair indicated that Larry Parker has resigned from the PMC and thus he is informing the Board, and this will be reflected in the minutes.

Executive Directors Report

Executive Director gave a brief summary of his report that was circulated to each Board member and is in their file folder.

He emphasized that this Board, as well as the PRAC Committee, has a legal liability for actions and decisions made by the PRAC . This is something all Board members should be fully aware of. This sparked a discussion of people building on flood plains, etc. and how the PRAC should treat these issues.

Monthly Financial Statements Summary

Financial Officer Mark Porter gave a brief verbal report. There was no January statements for this meeting as he has been working with the Commission's auditor. He did a brief overview of our 2014 Year-end statements which were distributed to the Board members.

This was followed by some questions and discussion regarding the Closure and Post-closure Fund. After much discussion, the consensus was that it may be appropriate for a letter to be sent by the Commission to the Minister of ELG for firmer guidelines on how the calculation of post-closure funds requirements are done. This issue will be taken to the Finance and Audit Committee for a more thorough review and then make a recommendation on this back to the Board.

Items for In-Camera Discussion

D. Weare brought forward one agenda item for an in-camera session.

Time and Location of Next Board Meeting

The next meeting will be held on March 26, 2015 with location to be determined at a later time.

Questions and Answers from the general public

There were 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 8:40p.m..

15-28 It as moved by T. James that the meeting be adjourned.

There was a brief break then the Board moved into its In-Camera session.