

Southwest New Brunswick Service Commission
Board Meeting
Minutes
February 25, 2016, 6:00 pm
SNBSC Solid Waste Div. Admin Building
Lawrence Station, N.B.

IN ATTENDANCE:

BOARD MEMBERS

Frank Carroll, Mayor of McAdam, Chairperson
Garry Christie, LSD St. Patrick, Vice - Chair
Carla Brown, LSD St. David
Winston Gamblin, Mayor of Harvey
Terry James, Mayor of Blacks Harbour
Dennis Blair, LSD McAdam
Annette Townes, LSD St. James
James Tubbs, LSD Dumbarton
Kate Akagi, Deputy Mayor of St. Andrews
Joyce Wright, LSD Dennis Weston
David Szemerda, LSD Pennfield
Sharon Tucker – Mayor, Town of St. George
Wade Greenlaw – LSD Dufferin
Heather Hatt, LSD Fundy Bay (via conference calling system)

STAFF

Frank Tenhave, Executive Director SNBSC
Claudette MacLean, Administrative Supervisor, SNBSC
Mark Porter, CA, SNBSC

MEMBERS OF THE PUBLIC

Three people attended

Call to Order

The meeting of the Southwest New Brunswick Service Commission was called to order at 6:07 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

The Chair indicated that the next item was the approval of the agenda and it was noted that a presentation or motion by Sharon Tucker would be added to the agenda under new business.

16-14 It was moved by W. Greenlaw, seconded by J. Wright that the agenda be accepted as presented with the addition of the item from S. Tucker. **CARRIED.**

Approval of the Minutes of the Meeting

16-15 It was moved by T. James, seconded by J. Tubbs that the minutes of the February 2, 2016 Board meeting be accepted as circulated. **CARRIED.**

BUSINESS ARISING FROM PREVIOUS MEETING

Ad Hoc Procedural Bylaw Review Committee Report

Moving on to this section the Chair indicated that the Ad Hoc Procedural Bylaw Review Committee was the next item for the Board. Further he indicated that the goal for this committee was to receive feedback from the Board and confirm that the Board was happy with their work and that the committee was on the right track. He then recognized J. Wright and asked her to provide the report to the Board.

J. Wright proceeded to refer everyone to the lengthy draft procedural bylaw document that had been circulated, while she spoke from a Power Point presentation on screen and on her computer monitor. She then provided a detailed review, page by page, of the changes to the current bylaws that this committee was recommending thus far in their work. She highlighted all of the significant changes being recommended while pointing out that a lot of the other changes were just to improve the language and clarity of the document. While further changes were done in the rest of the document, she ended her report at the end of Section 2.6 of the document and indicated that there was further work to be done from that point onward. The chair commented on this work and asked if anyone was not clear on anything being proposed. No one present expressed any such concern.

There was a discussion of completing the rest of the revisions and committee chair J. Wright indicated that the committee would move as quickly as it could to complete its work and bring the completed document forward. The chair then lead a discussion of the approval process for this new document. The consensus of the Board was that the portion completed and reviewed at this meeting could be passed by the Board after 30 days, if it so chose i.e. to do it in sections

(piecemeal). The chair expressed its thanks to all for their helpful comments and especially to J. Wright. The Board expressed its thanks to J. Wright for the extensive work she has done on this project thus far.

NEW BUSINESS

Motion from Sharon Tucker

The chair then moved on to the new business section and turned the floor over to S. Tucker for the next item on the agenda. S. Tucker proceeded to make a motion concerning maintaining strong communications with all of the LSDs within our region. With that the floor opened to a discussion of this item. It was indicated that such an effort might create a greater understanding of the role of the commission and perhaps encourage residents of the LSDs to become interested in serving on the Board.

16-16 It was moved by S. Tucker, seconded by W. Gamblin that **whereas** this coming May is the election for LSD members and whereas the Board of RSC10 wishes to ensure that LSD chairs have all necessary information for their members, be it resolved (I move) that the minutes and all approved reports be forwarded to each LSD Chair following each meeting. **CARRIED.**

Letter to Minister Kenny

The chair then referred the Board to the draft Letter to Minister Kenny that was included in each board member's package as this is the next agenda item. He went on to explain that this was an item discussed by the Executive Committee and how it felt that this letter was an appropriate response. It was agreed to make some minor changes to the letter. A revised letter was to be sent out to all directors, once a supportive response is received from members, the letter will be sent.

Timing of the AGM and Election of Officers

The chair then referred to the agenda item; the Timing of the AGM and the Election of Officers. He summarized the order of items and requirements; i.e. our legislation requires our AGM to be completed before the end of April, how shortly after that there would be municipal elections and a RAC election (for the LSD representatives that would sit on this Board), and so on. He referred back to the draft procedural bylaws that J. Wright reviewed which had revisions in it to address this awkward situation as best was possible under the circumstances. In keeping with that recommendation, in summary the current Executive Officers would remain in their positions until the first Board meeting immediately after the mayors are elected and sworn in, and the LSD Board representatives are elected. Where this was not yet in the official bylaws the Board reached a consensus that a motion would be required in order to proceed on this basis.

16-17 it was moved by J. Wright, seconded by K. Akagi that the Board extend the terms for the Executive Officers until the first Board meeting after the region's mayoral elections are completed and the LSD RAC elections of their representatives to the Board are completed. **CARRIED.**

Selection of a location, date, and time for the AGM was then discussed. The chair indicated that St. George had generously offered to host the AGM in that community. There was a lengthy discussion of possible dates that would enable the most Board members to attend. This also led to a discussion of the need for another Board meeting, possibly at the end of March, in order to ensure that the "30 process" is completed for the full approval of all of the revised bylaws. There was also mention that the Executive Committee was recommending a compressed AGM meeting thus a shorter time requirement between the start of the AGM and the start of the regular Board meeting right after it.

In the end the Board agree that;

The Annual General Meeting of the Southwest New Brunswick Service Commission will be held Thursday, April 28, 2016 at 5:00 PM at the Community Center in Magaguadavic Place, 11 J. O. Spinney Drive, St. George, NB. A regular Board Meeting will immediately follow the AGM starting at 6:00 PM.

The Board then discussed the exact date of a March meeting. The consensus was to hold it on March 31 at this same time and location (6:00 PM in the Administration Building at Hemlock Knoll) with the main agenda item being the possible vote and approval of the recommended bylaw changes reviewed at this meeting and an additional review of more and possibly all of the further changes recommended by the bylaw review committee.

The Chair then proceeded with the discussion to some of the details of the AGM. It was agreed that all the past procedures would be followed; a light meal would be provided to all in attendance, advertising of the AGM would be done, and the usual invitations would be sent out.

Election of Parliamentarian

The Chair then referred the Board to the next agenda item which deals with the position of Parliamentarian. He provided a brief review of the position and the process for filling it. Given the current situation with respect to the election cycle this year, and the fact that the current Parliamentarian, S. Choptiany, was not reoffering for Mayor of St. Andrews, the chair indicated that the Executive Committee was recommending that the Board follow the same procedure as it was for the election of officers. He closed by indicating that S. Choptiany had agreed that if it was the Board's desire, he would extend his service as Parliamentarian until the same Board meeting when the Board elected its Executive Officers.

16-18 it was moved by J. Wright, seconded by W. Greenlaw that S. Choptiany continue as Parliamentarian until after the Municipal Elections. **CARRIED.**

Approval of Secretary to the Board

The Chair then moved on to the next agenda item which was the approval of Secretary to the Board. He provided some general background about the position, the inability of the current Secretary, Tammi McCrum, to continue to hold this position thus creating the need for this agenda item. He outlined the process for filling this position as per our current bylaws. With that he asked the Executive Director if he has a recommendation for the position to which F. Tenhave indicated that Claudette MacLean was his recommendation.

16-19 It was moved by D. Blair, seconded by A. Townes that the recommendation from the Executive Director that Claudette MacLean become the Secretary to the Board be accepted. **CARRIED.**

Following this motion it was suggested that the Board should consider sending a letter of thanks to Tammi McCrum for all her past work for the Board as Secretary to the Board. There was strong agreement among the Board members and the Chair indicated that he would draft such a letter and send it to her on behalf of the Board.

Discussion of Min. Kenny Memo re; RSCs/Voluntary Amalgamations

The Chair then proceeded to the next agenda item regarding the role of the RSCs in facilitating voluntary amalgamations within their regions. He indicated that at the last Board meeting the Board had directed the Executive Director to research this item and report on it at this meeting. With that he asked the Executive Director to take the floor.

F. Tenhave referred everyone to the report he had prepared and that had been circulated. He reviewed the comments in the provincial budget, the memo from Minister Kenny, and information taken from the Environment and Local Government regarding community reorganization. He went on to review the information he had gathered about this new initiative from ADM Rob Kelly which was also in the document. Lastly he provided the population and tax base information for the municipalities and LSDs within the region, and how that information might be useful to areas interested in taking a look at possible mergers. He raised two key points; the first being that the adoption of the criteria from the Finn Report raised the necessary population from 3000 to 4000 while the tax base remained at the minimum of \$200 million and the second was the government emphasis on mergers that were a restructuring that included an existing municipality and much less interest in the formation of rural communities. He also outlined how the funding from existing programs might favor areas looking at mergers involving a municipality in the mix.

There was considerable discussion of all of this among Board members with some concerns raised about this provincial initiative. One item identified as being helpful to all was a copy of the Finn Report. The Executive Director indicated that he would find the link to that document

and send it to all. In addition, the LSM Darren McCabe, who was present, indicated that he thought he had some hard copies of either the full report or the Summary document of it. The ED would get whatever he has and if that wasn't enough he would pursue the ELG in Fredericton for more.

Financial Report

The Chair then addressed the next agenda items which was the Financial Report and turned the floor over to M. Porter. He reviewed the 4 page "silo" summary document as well as accompanying documents, all of which had been circulated to the Board. He also made mention of the annual audit process that was in its early stages.

The Chair made mention of the Statement of Disclosure form in everyone's package and asked everyone to sign it, and get someone else in the room to be their witness and sign it as well, and to return the completed forms to staff.

NEXT MEETING

The Chair indicated that as agreed earlier in the meeting, the next regularly scheduled meeting of the Southwest New Brunswick Service Commission will be held;

Thursday, March 31, 2016 at 6:00 PM at the Admin. Building of the Solid Waste Div. at Hemlock Knoll /Lawrence Station

QUESTIONS & ANSWER WITH THE PUBLIC ATTENDANCE

There were questions from one person regarding the Finn Report. In addition a reporter asked about the two Board members not in good standing, access to the meeting, etc. The Chair answered the question, on behalf of the Board, indicating that there would be no comment on that issue.

IN CAMERA SESSION

The Chair indicated that there were legal items that were not completed during the in-camera session held immediately before the meeting so there would be another in-camera session immediately after this Board meeting in order to complete that work.

ADJOURNMENT OF THE REGULAR MEETING

At approx. 8:00 PM the Chair asked for a motion to adjourn and it was moved by J. Tubbs that the meeting be adjourned.

