

THE SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

ANNUAL GENERAL MEETING

5:00 P.M., Thursday, April 28rd, 2016

Magaguadavic Place, St. George, N.B.

MINUTES

Just before Calling the Meeting to Order, Chair F. Carroll requested a moment of silence in recognition of the National Day of Mourning for Those Injured or Killed in the Workplace as tribute to the contribution and sacrifices these people made to this country and province.

Welcome and Introductions

Executive Director F. Tenhave then opened the meeting by welcoming everyone to the AGM. He asked all Board members, Alternates and Staff at the Board table to introduce themselves to the members of the public present. Following this he asked all members of the public to introduce themselves to all at this meeting. With that completed he turned the meeting over to the Chair.

Chair F. Carroll also welcomed all to the meeting. He noted that the AGM had quorum as there were 13 Board members participating at the table. No members were participating via conference call.

Approval of the Agenda

The Chair then asked for a motion to approve the agenda for the meeting as previously circulated.

It was moved by J. Tubbs, seconded by S. Tucker, that the agenda for this AGM be approved as circulated. **CARRIED**

Approval of Minutes of the Last AGM

The Chair then referred all to the minutes of the last AGM which were previously circulated and found within Board members' folders. He asked for a motion to approve the minutes of the last AGM.

It was moved by S. Choptiany, seconded by W. Gamblin, that the minutes of the last AGM be approved as circulated. **CARRIED**

The Chair indicated that there was no business arising from those minutes.

Chairperson's Remarks

The Chair referred all to the joint message of the Chair and the Executive Director found within the Annual Report which all in the room had a hard copy of. He proceeded to highlight some of the key points made in that joint message. He touched on the exemplary work of the Board and Alternates that stayed focused on its work and mandate despite serious distractions that occurred. He indicated that a lot of people were thanked within the joint message and he touched on a few of those groups. He went on to refer all to the final paragraphs of the joint message and stressed the cohesiveness of this region - and especially at this Board table. He ended by stressing that the public can rest assured that this Board was working together to do the best it can, on behalf of the people of this region, to achieve the goals and objectives of this commission.

2015 Financial Statements and Audit Report

The Chair then referred all to the next agenda item and asked the commission's Financial Officer, Mark Porter, to report on the 2015 financial statements and auditor's report.

He proceeded to refer all to the financial section of the Annual Report which all had a copy of. He highlighted the financial position of the commission, including budgeted amounts versus the actuals, and any noteworthy changes from the previous year. Where appropriate he provided explanations for those changes.

The Chair asked for a motion to accept the audited financial statements as presented.

It was moved by J. Wright, seconded by D. Blair, that the audited financial statements for the Southwest New Brunswick Service Commission's 2015 fiscal year be approved as presented. **CARRIED**

Selection of Auditors for 2016

The Chair then indicated that the Board needed to consider the next agenda item regarding the auditor for the next year and he turned the floor over to W. Gamblin, chair of the Finance and Audit Committee.

W. Gamblin explained that the current auditor had just completed the second year of a three-year contract and the committee was very satisfied with his work. Given that the committee wished to extend the auditor's services for another year.

On behalf of the Finance and Audit Committee, W. Gamblin moved, seconded by G. Christie, that the Southwest New Brunswick Service Commission approve the professional accounting services of Mr. James Bogart to conduct the Audit of our 2016 fiscal year. **CARRIED**

There was then a discussion of the possible need for the chair of the Finance and Audit to request a more specific motion regarding the financial statements and the audit. The discussion concluded with an additional motion coming forward.

On behalf of the Finance and Audit Committee, W. Gamblin moved, seconded by S. Choptiany, that the Board accept the 2015 Financial Statements showing an annual operating deficit of \$238,081.00 and an accumulated surplus of \$12,271,723.00 and approval of the Auditors Report. **CARRIED**

The Chair then asked the Executive Director to provide his comments on the commission's activities as highlighted in the Annual Report over the last year. F. Tenhave proceeded to refer all to page 6 of the Annual Report as the starting point of his comments. He provided a brief history of the priorities the Board continues to operate under. He went on to speak of Board governance and he thanked the Alternates for playing a key role at the Board table over the past year, thus ensuring full representation of the public we serve. He reviewed the committee structure and how important the work of the committee's work has helped moved the Board forward. He reviewed in general the mandates of the Board and highlighted the areas of progress and areas of lack of progress over the past year –

and the reasons why. He concluded his remarks by indicating that the commission has been prudent in how it manages the taxpayer's money and that the public is getting good value.

Questions from the Public

The Chair opened the floor to questions from the public present. Several questions came forward and were answered in detail.

Closing Remarks and Adjournment

Hearing no further questions, the Chair indicated that this concluded the agenda of this AGM. He made mention of the lunch available to all present before the Board moved in to the regular Board meeting in about 20 minutes. He asked for a motion to adjourn and T. James so moved.