

**THE SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

**SPECIAL BOARD MEETING**

**6:00 P.M., Thursday, May 5th, 2016**

**Administration Building,**

**SNBSC Solid Waste Division**

**Hemlock Knoll, Lawrence Stn, NB**

**MINUTES**

**IN ATTENDANCE:**

**BOARD MEMBERS**

Frank Carroll, Mayor of McAdam, Chairperson  
Garry Christie, LSD St. Patrick, Vice - Chair  
Carla Brown, LSD St. David  
Terry James, Mayor of Blacks Harbour  
Dennis Blair, LSD McAdam  
Annette Townes, LSD St. James  
Stan Choptiany, Mayor of St. Andrews  
Joyce Wright, LSD Dennis Weston  
Sharon Tucker – Mayor, Town of St. George  
Wade Greenlaw – LSD Dufferin  
James Tubbs – LSD Dumbarton  
Heather Hatt – LSD Fundy Bay  
David Szemerda - LSD Pennfield – Via Conference Call

**STAFF**

Frank Tenhave, Executive Director SNBSC  
Claudette MacLean, Secretary to the Board, SNBSC  
Mark Porter, Financial Officer, SNBSC  
Dan Harrington, Director of Solid Waste and Planning, SNBSC

## **MEMBERS OF THE PUBLIC**

Four people attended

### **Call to Order**

The Chair called the meeting to order at approximately 6:00 PM and indicated that there were 12 Board members present at the table (plus one member that participated via the teleconference system and who called in a couple of minutes later). He indicated that there was a short agenda but that there was an item concerning the legal issues that had come up and that there would be a brief in-camera session to discuss immediately after this Special Board meeting was ended.

### **Approval of Agenda**

The Chair asked for a motion to approve the agenda for the meeting that was previously circulated.

**16-29** It was moved by S. Tucker, seconded by C. Brown that the agenda be accepted as presented. **CARRIED.**

The Chair indicated that because this was a Special Board meeting there were no minutes of the last meeting to approve at this time. He then provided a brief review and summary of the work of the Ad Hoc Procedural Bylaws Review Committee. He then asked AHPBRC committee chair J. Wright to proceed with her report.

### **1) REVIEW AND APPROVAL OF REVISED PROCEDURAL BYLAWS**

AHPBRC Chair J. Wright began her remarks;

Part 1; She began by referring all to the two copies of the Procedural Bylaws found in everyone's information folders; one was complete with all the edits showing the changes from the previous version and the other was a "clean" version of the new bylaws. She provided a brief review of what the versions are and how nothing had been changed

beyond what was agreed to and circulated on April 4<sup>th</sup>. There were no questions or concerns about the information provided or the bylaws themselves.

It was pointed out that the new Procedural Bylaws, up to the end of section 2.5, had already been approved by the Board at the March 31<sup>st</sup> Board meeting. Thus from section 2.6 till the end of the document, be considered for approval by the Board.

**16-30** On behalf of the Ad Hoc Procedural Bylaw Review Committee, it was moved by J. Wright, seconded by S. Choptiany, that the Board approve the revised Procedural Bylaws for this commission as dated today May 5, 2016. **CARRIED** (Unanimous)

At this point the committee chair indicated that after the final version of the bylaws had been circulated (April 4<sup>th</sup>), a couple of items were discovered in the bylaws that needed further tweaking. These were not considered major or enough to warrant stopping the proceedings tonight but they would be brought before the Board at a Board meeting in June.

Part 2; She then returned all to more information found in their packages. Specifically she referred all to the information concerning remuneration for the chair and others when they were doing work for the commission that was not directly tied to a Board or Committee meeting. She explained this work in detail and how this issue needed to be addressed which is what the committee did. She then reviewed the recommended policy, line by line, as found in these documents.

**16-31** On behalf of the Ad Hoc Procedural Bylaw Review Committee, J. Wright moved, seconded by W. Greenlaw that the Board approve this compensation policy for non-Board or committee related work. **CARRIED** (Unanimous)

The following is the wording of the approved policy;

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### **Remuneration for Non - Board Meeting and non - Committee Meeting Related Work on Behalf of the Commission**

From time to time the chair of the Board of Directors of the commission, and possibly other Board members as deemed appropriate, shall receive remuneration for work that is outside of the normal Board and committee activities. These official functions are important to ensuring that the policy management of the commission is appropriately linked to the policies of the Province. Given this, the Commission has agreed to the

following criteria for determining what is an official function and thus eligible for remuneration;

Official functions are determined:

1. by pre-approval at the Board of Directors  
or
2. when participation is requested by the Executive Director  
or
3. when the Department of Environment and Local Government invites the chair and/or other members of the Board to a meeting

Per diem:

- Chair; \$125 per day for meetings (\$ 62.50 per half day when the time required by the chair or board member to perform their function does not exceed 4 hours of his/her time including the travel time to and from the activity)

- Other Board members; same as above except the daily per diem is \$100 and the half day per diem is \$50.

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Part 3: The committee chair then referred all to the last information in their folders that related to the Procedural Bylaws. This document reviewed the current remuneration structure for Board and Committee members, as per Appendix 4, and went on to provide the rationale for a change to them. She explained the taxation disparity between LSD and municipal representatives for the compensation under the current structure. She indicated that this was the only commission that did not compensate for the committee work. She also stressed that the majority of the work of the commission was now being done at the committee level. She summarized the recommendations as being a reduction in eligible Board meeting expenses and an increase in Committee meeting compensation. She indicated that this would have a small net increase in the governance budget/cost but would be a much fairer system to all Board members and Alternates. She ended this portion of the discussion by reviewing, line by line, the proposed new Board and committee member remuneration structure.

**16-32** It was moved by J. Wright, seconded by J. Tubbs, that the Board approve the new compensation structure for Board members (as reviewed). **CARRIED** (Unanimous)

The following is the wording of the approved compensation structure;

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**Remuneration for Board and Committee**

Mileage - consistent with Province of NB rates

Meals - consistent with Province of NB allowances

Board Meeting Per Diems:

1. \$125 per meeting for the Chair
2. \$100 per meeting for all others

Committee Meeting Per Diems:

- 1) \$50.00 each time the committee meets, to a maximum of twice a month. The Executive Director will provide oversight to ensure the number of meetings is appropriate. If a Committee is under a deadline, or under extenuating circumstances, the number of allowable meetings may be increased by the Board.
- 2) A Member may claim this per diem for each Committee on which he or she serves.

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With that item approved, J. Wright then turned the floor back to the Chair. Several members commented positively on the quality and quantity of work done by this committee.

The Chair then moved on to the other item on the agenda;

**2) REVIEW OF MARCH FINANCIAL REPORT.....M. Porter**

The Chair then asked Financial Officer M. Porter to provide his report. He referred all to the Financial Report that had been circulated prior to this meeting. He walked the Board through the details of the report and updated everyone on the financial position of the silos within the commission as of the end of the first

quarter. One item discussed at some length was the cost of recycling. M. Porter provided a graph of recycling volumes over the past three years. Many commented on the rising cost of this service and the increasing financial challenge it posed to the commission.

At this point the Chairman noted that this completed the agenda of the meeting. He thanked Mayor S. Choptiany for all his work and dedication to the Board since its inception, as he is not reoffering and thus is now leaving the Board. He went on to wish the mayors facing re-election good luck in the upcoming Municipal Elections. He also wished all the LSD representatives much success as they would also be meeting to elect their representatives that would be sitting on this Board.

#### **QUESTION & ANSWER WITH THE PUBLIC IN ATTENDANCE**

There were a number of questions, primarily from the press present, asked and answered.

The Chair, in agreement with the chair of the AHPBRC, indicated that the new bylaws approved at this meeting come into effect as of midnight tonight. There was a discussion of where this commission ranked in its Board and committee costs, and all indications were that this remained one of the lowest cost Boards among the 12 commissions in the province.

#### **ADJOURNMENT OF THE REGULAR MEETING**

At approximately 6:58 pm the Chair asked for a motion to adjourn and it was so moved by A. Townes.

*(An “In-Camera Session”, as discussed at this Board meeting, followed.)*