

**THE SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

**BOARD MEETING**

**6:00 P.M., Tuesday, July 5th, 2016**

**Administration Building,**

**SNBSC Solid Waste Division**

**Hemlock Knoll, Lawrence Stn, NB**

**MINUTES**

**IN ATTENDANCE:**

**BOARD MEMBERS**

Ken Stannix, Mayor of McAdam  
Winston Gamblin, Mayor of Harvey  
Garry Christie, LSD St. Patrick  
Carla Brown, LSD St. David  
Terry James, Mayor of Blacks Harbour  
Dennis Blair, LSD McAdam  
Annette Townes, LSD St. James  
Doug Naish, Mayor of St. Andrews  
Joyce Wright, LSD Dennis Weston  
Crystal Cook, Mayor, Town of St. George  
Allan MacEachern, Mayor, Town of St. Stephen  
Wade Greenlaw, LSD Dufferin  
James Tubbs, LSD Dumbarton  
Heather Hatt, LSD Fundy Bay  
David Szemerda, LSD Pennfield

**STAFF**

Frank Tenhave, Executive Director SNBSC  
Claudette MacLean, Secretary to the Board, SNBSC  
Mark Porter, Financial Officer, SNBSC

## **MEMBERS OF THE PUBLIC**

Three people attended.

### **Call to Order**

The current Vice-chair, Garry Christie, called the meeting to order at approx... 6:00 p.m. Given that there were new Board members at the table, the Vice-chair asked all members to state their name and area which they represent. He also acknowledged the visitors in attendance who also introduced themselves.

He indicated that there were 15 Board members present at the table and thus a Quorum was declared. A check of the conference calling system showed that there were no members in attendance via Conference Call.

### **Conflict of Interest**

The Vice-chair asked all members at the table to declare any conflicts of interest that they may be in. No conflicts of interests were declared.

### **Election of Board Officers**

The Vice-chair turned the meeting over to the Executive Director who led the nomination and election process for the election of Board Officers.

#### **For Chairperson;**

D. Szemerda nominated T. James

G. Christie nominated J. Wright

J. Tubbs nominated W. Gamblin

Any further nominations were called for three times, none were forthcoming, and the secret ballot vote was held.

M. Porter and F. Tenhave tallied the votes. J. Wright was elected Chairperson.

#### **For Vice Chairperson;**

T. James nominated G. Christie

D. Szemerda nominated T. James

Any further nominations were called for three times, none were forthcoming, and the secret ballot vote was held.

M. Porter and F. Tenhave tallied the votes. G. Christie was elected Vice Chairperson.

### **For Executive Member- at- Large;**

J. Wright nominated T. James

D. Blair nominated W. Gamblin

H. Hatt nominated J. Tubbs

Any further nominations were called for three times, none were forthcoming, and the secret ballot vote was held.

M. Porter and F. Tenhave tallied the votes. T. James was elected Executive Member- at - Large.

With the elections completed, the Executive Director turned the meeting over to the new Chair, Joyce Wright. She thanked the Board for their confidence in her and promised to do her best fill the big shoes of her predecessors.

### **Election of Parliamentarian**

The chair indicated that, through an oversight on the agenda, there was need to add this item to the agenda at this time. The Board agreed to do so by consensus. It was pointed out that unlike the process electing the Executive, filling this position must be done by public voting. The chair asked for nominations to the position of Parliamentarian.

G. Christie nominated W. Gamblin.

No further nominations were put forward for this position. Having one nominee for the position, the chair indicated that under such circumstances there was no need for an election and the Board is now proclaiming W. Gamblin as its new Parliamentarian.

### **Approval of Agenda**

The chair asked for a motion to approve the agenda for the meeting that were previously circulated and found in everyone's Board package.

**16-33 It was moved by A. MacEachern, seconded by A. Townes that the agenda be accepted as presented. CARRIED.**

### **Adoption of Minutes**

The chair indicated that there were two sets of minutes that required approval through separate motions. She indicated that both of these sets of minutes had been circulated prior to the meeting and a copy of each was in everyone's Board package.

**16-34 It was moved by G. Christie, seconded by J. Tubbs that the minutes of the April 28, 2016 Regular Board meeting be approved as circulated. CARRIED.**

**16-35 It was moved by D. Blair, seconded by H. Hatt that the minutes of the May 5, 2016 Special Board meeting be approved as circulated. CARRIED.**

### **Business Arising from the Previous Meetings:**

#### **Possible Action Resulting from New Board Composition**

The chair drew everyone's attention to this item and went on to provide a brief explanation of it. In brief she indicated that over the past many months the Board had been forced to take action to prevent the disruption of meetings. However as a result of the recent voting process held by the LSD chairs to select the representatives that would sit as full Board members or serve as Alternates (2), these two individuals were no longer eligible to sit at the Board table either as a Board member or an Alternate.

**16 – 36 At this point W. Greenlaw, seconded by W. Gamblin, made the following motion:**

**“Whereas at the LSD election process held in May resulted in both Mr. Darrell Weare and Mr. Dan Dow no longer being Board members or Alternates,**

**And whereas the Board's motion to conditionally bar both Mr. Weare and Mr. Dow on a temporary basis does not apply to them as members of the public,**

**It is moved that the motion to conditionally bar Mr. Darrel Weare and Mr. Dan Dow does not apply to them as members of the public and they are permitted to attend meetings in this capacity.”**

**CARRIED.**

The chair indicated that as a result of this motion these two individuals would now be allowed to sit in the public gallery during Board meetings i.e. effective immediately. At this point the Executive Director sent word to the Security Guards at the building entrance informing them that these two individuals were now allowed into the building/meeting room/ public gallery of Board.

At this point the chair paused the agenda and took the opportunity to welcome new Board member Crystal Cook, Mayor of the Town of St. George, to the Board table and indicated that since she had arrived just after the round-table introductions at the very beginning of the meeting, everyone at the Board table would again introduce themselves so she would also get a chance to get to know the names and faces of the rest of the Board members at the table.

### **Final Adjustments to the Procedural Bylaws**

The chair, who is also chair of the Ad Hoc Procedural Bylaw Committee, referred all to this agenda item and to the document that had been previously circulated which were also in everyone's Board package. She provided the Board with a brief history of the work of the Ad Hoc Procedural Bylaw Review Committee and a brief summary the major revisions which had been approved by the previous Board a couple of months ago. She explained how the need for these further adjustments were items came about when the committee found these items after the revised bylaws had been circulated. None were deemed by the AHPBC to be important enough to disrupt the "30 day review process" required for the approval of the current bylaws so that process was allowed to proceed.

She then went to the ADPBRC report document which highlighted the proposed changes i.e. showing the existing language and the suggested revised wording and the rationale behind each of them, on a point by point/line by line basis. There was minimal discussion of the proposed changes as the Board appeared satisfied with the information and the reasoning behind it.

She emphasized that the Board members would not be voting on these today but would have a "21 day review period" to consider them thus they would be an agenda item at the next Board meeting and voted on at that time – in keeping with the process defined within our most current Procedural Bylaws.

### **New Business:**

#### **Filling Committee Vacancies**

The chair referred all to the document in everyone's Board package and provided a brief summary of the committees. Their importance and the need to fill vacant positions so they can resume their work. Following that she went through the document , committee by committee, and reconfirmed that the members currently on such committees were intending to stay or not, and asking for volunteers to fill all mandatory needs (required

number) as well as anyone who wished to serve on an optional basis i.e. the minimum number of Board members needed had already been met.

Beyond the existing members agreeing to remain on their committees, the following is a summary of “new” members who volunteered to sit on the various committees;

Finance Committee	K. Stannix
TAC	K. Stannix, D. Mahar
HR Committee	D. Rowlands, J. Tubbs
CPC	A. Townes, C. Brown, D. Naish, D. Blair
PRAC	D. Szemerda
EMO	A. MacEachern, C. Cook
Bylaw Committee	D. Blair

The chair suggested that the Board could utilize a simple motion to approve all of these changes to the committees as per the results of this exercise.

**16-37 It was moved by W. Greenlaw, seconded by G. Christie to ratify the membership of the various committees as per the process just completed. CARRIED.**

The Executive Director indicated that while this new slate of committee memberships is what we needed today, it would not prevent other from volunteering to serve on committees as we go forward. He will send out a revised document to all Board members and Alternates, based on this results of all this, so it was absolutely clear to everyone who was on which committees at this point.

### **Approval of Signing Authority**

The chair asked the Executive Director to explain this item. The ED indicated that this was just a house keeping item. Now that the Board has a new chair that was not previously part of the Executive Committee, and thus the chair is now one of the members of the Executive (all of which have signing authority for cheques, etc.), our Bank will require information from the commission confirming that the J. Wright is the new chair and that the Board has approved her to have the same signing authority as previous chairs had. A simple motion to that affect would be all that is needed.

**16-38 It was moved by W. Greenlaw, seconded by J. Tubbs that J. Wright, Chairperson of the Board be given signing authorization. CARRIED.**

## **Discussion and Planning of New Bd. Member and Alternates Orientation**

When this item was reached, the chair asked the Executive Director to review this item for the Board. He proceeded to summarize how the orientation process was handled the previous year. He also emphasised the new Board training video that is now available for just this purpose and how it could be incorporated into whatever training event the Board chooses. With that the chair lead a discussion of options for what kind of training event the group would prefer and when it would like to hold it.

In the end the Board decided that it would like to have a shortened Board meeting at the end of July 28<sup>th</sup> at 6:00 PM (just to deal with the bylaws item and anything that might be pressing), the immediately followed by this Board meeting it would hold a closed Board Training and Orientation session.

The Executive Director requested that all committees make an effort to meet before the Board meeting on the 28<sup>th</sup> of July so that the committee work can be up and going again.

## **Committee and Staff Reports;**

### **Community Policing Committee Report**

This report was presented by CPC chair G. Christie. He referred everyone to his report which was previously circulated and can be found in the Board packages. He suggested that all could read it as it was pretty straight forward however he did take the time to discuss one key item. In summary, he discussed the declining interest and participation by enforcement agencies except for the RCMP. He thanked D. Blair for providing some up to date contacts with these other agencies and indicated that he would be proactively pursuing this issue with them. D. Blair volunteered to assist in following up with these people.

### **Transportation Committee Report**

This report was presented by T. James who referred to the report that was circulated and in the Board packages. In summary, the funding issue is still being worked on very hard by the committee / Southwest New Brunswick Transit Authority Inc. She highlighted the upcoming AGM of the Authority, a new provincial committee focused on all things related to the Grand Manan ferry service, and the need for volunteers to fill vacancies on that SNBTAI Board from the LSDs (two needed asap).

## **Financial Report**

This report was presented by M. Porter, our Financial Officer. He referred all to the multi-page document of financial summaries that all have in their packages. In summary, the commission running well as compared to the 2016 budget. Within the Solid Waste Div. there are a few expenses running a little below normal while revenues are running a little above expectations (in large measure due to increased tonnage from Maine and from Valley (Woodstock RSC)). The rest/remaining part of the commission's financial silos (Local Planning, Cooperative and Regional Services, and Corporate) are tracking close to budget as expected. There was a good deal of discussion and several questions during his report which was helpful to all.

## **Executive Directors Report**

This report was presented by F. Tenhave and he referred the report that he had circulated and was in everyone's Board package. He provided a brief overview of several topics, in particular things that are happening in Fredericton. He touched on proposed updated legislation (Community Planning Act and the Municipalities Act, and possibly the Regional Service Commission Act). He mentioned the Economic and Social Inclusion organization (a crown corp.) and the lead this region has on one of its priorities i.e. rural public transportation. Lastly he drew attention to the notion that the province is considering changing the process for getting local approval for Voluntary Services within a region.

## **Report on Collaborative Activity**

Nothing to report on at this time.

## **In-Camera session**

The chair indicated that there were no items brought forward that warranted an in-camera session at this time.

## **Date , Time and location of Next Board Meeting:**

The Board agreed that the next meeting of the Southwest New Brunswick Service Commission will be;

**Thursday, July 28, 2016 at 6:00 at the Administration Building, SNBSC Solid Waste Division, Hemlock Knoll, Lawrence Station, NB. This will be a shortened Board**

**meeting and it will be followed immediately by a closed “Board Member and Alternates Orientation and Training Session”**

### **Question & Answer Period with Public in Attendance**

**Several questions were asked and answered. Highlights included;**

- It was suggested that the trees at the entrance of the Hemlock Knoll Facility be trimmed back to make the sign and entrance more visible.
- T. James questioned the new construction of roadways, etc. on Route 780. She asked if a report from the PRAC be presented to the Board in the future. This item was referred to the PMC.
- A person from the public asked if there's been any progress made on obtaining a speed sign/radar machine (CPC).
- A person from the public asked if it was necessary to have security guards present at the general meetings any longer.

**It was moved by G. Christie that the meeting adjourn (at approx. 7:40 p.m.)**