

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

BOARD MEETING

6:00 P.M., Thursday, September 22, 2016

Administration Building,

Hemlock Knoll, Lawrence Station, NB

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Ken Stannix, Mayor of McAdam
Winston Gamblin, Mayor of Harvey
Carla Brown, LSD St. David
Annette Townes, LSD St. James
Doug Naish, Mayor of St. Andrews
Joyce Wright, LSD Dennis Weston
Allan MacEachern, Mayor, Town of St. Stephen
Wade Greenlaw, LSD Dufferin
James Tubbs, LSD Dumbarton
Robert Moses, Village of Grand Manan
Dennis Blair – LSD McAdam / St. Croix
Doug Rowlands – LSD Lepreau
Garry Christie – LSD St. Patrick
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

One member of the public was in attendance.

Call to Order

The Chairperson, Joyce Wright, called the meeting to order at approx. 6:00 p.m.

She indicated that there were 14 Board members present at the table and thus 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 Chairperson asked all members at the table to declare any conflicts of interest that they may be in. No conflicts were declared.

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.

16-45 It was moved by W. Greenlaw, seconded by A. Townes that the agenda be accepted as circulated. CARRIED.

Adoption of Minutes

The chair then referred all to the minutes of the last Board meeting in everyone's package/binder. She indicated that all had the opportunity to review them and thus she was looking for a motion to approve.

16-46 It was moved by J. Tubbs, seconded by W. Greenlaw that the minutes of the August 25th, 2016 Regular Board meeting be approved as circulated. CARRIED.

Business Arising from the Previous Meetings

Update on Planning Fees Issue

The chair then referred to the next agenda item and asked the Executive Director, Frank Tenhave, to review the report he did for the Board on this issue. The ED began his review you suggesting that it was not necessary to review each and every point in the report that all had in their binder. He highlighted the key points; He raised this issue at the provincial ELG/EDs meeting held here a couple of weeks ago for further discussion. ELG representatives present indicated that in the very beginning of the RSC system ELG put in place the current system of all fees going to Fredericton to be redirected back to the LSDs in each region. They consider it a fair system. There were a variety of opinions around the table. The system as it now exists is

somewhat fair however the slow and cumbersome methodology required to get the money back her thru this circuitous system present additional costs to the RSCs as well as budgeting issues. One item that was stressed was the need for all LSMs to be very open and transparent in reporting on these monies to all of the LSDs at their RAC meetings. In the end the consensus of the group was that the system worked at it is, it was not an issue that the RSCs should be pursuing as it was between the RSCs and the LSMs (thus the Minister), and thus the RSC should stay out of it.

New Business

Review of Minister Rouselle's Consultation Approach and Questions

The chair referred to this next item on the agenda and asked all to look at the related materials in their binders. She went on to comment on this event. She indicated that she believed that it was important that the Board review and discuss the 5 questions that the Minister had sent ahead so we could prepare. These questions are shown below;

- 1. What do you see as the major achievements or successes of your Regional Service Commission over the past three years?*
- 2. What do you feel are some of the biggest obstacles or shortcomings of the RSC that get in the way of achieving a regional co-ordination role?*
- 3. What adjustments or improvements could be considered to make the RSC more effective in the future?*
- 4. How will the regional planning process strengthen your Regional Service Commission and your region as a whole?*
- 5. Think ahead five years from now; what would your Regional Service Commission look like in an ideal future?*

There was a discussion of this and the consensus was that there was value in the Board having such a discussion. The discussion then moved to how this should be done. In the end the consensus was that this should be added to the end of an expected Strategic Planning session to help the Board prepare for the Information Session with the Minister.

The group agreed that a Strategic Planning session should be held;

6:00 PM, Thursday October 20th in the Conference Room at the landfill in Hemlock Knoll.

Committee and Staff Reports

Community Policing Committee Report

The chair then asked Garry Christie, chair of the CPC, to address the next item on the agenda met once since that last Board meeting. Garry provided a brief summary of the committee's report in everyone's package and the recent CPC meeting. He then moved on to give a Notice of Motion as follows;

On behalf of the Community Policing Committee, I am giving the Board "Notice of Motion" hereby indicating that at the next Board meeting, which will be held after the required 25 day review period before bylaw changes can take place, I will be putting forward a motion asking that the wording in our Procedural Bylaws of Section 3.4.2 : Election of Chair/Vice-chair; be changed from "The chair and vice chair of the CPC must be members of the SBNSC Board" to "Either the chair or the vice-chair of the CPC must be a member of the SNBSC Board."

He then explained this motion by indicating that the CPC discussed the current governance structure and how it is limiting many people involved with it from taking a senior position leading this committee forward. The CPC unanimously agreed to recommend a change to the structure to allow for greater participation.

He left the remaining points in his report for Board members to read at their leisure.

HR Committee Report

The chair moved on to the next agenda item and asked HR Committee chair W. Greenlaw to give this committee's report. Wade indicated that there was a lot of information within the report and then provided a detailed summary of the key points in their report which is in everyone's binder. He summarized the information in it as follows;

The key issues being dealt with by this committee have been;

- 1) The establishment of a new pay scale / pay band system for the commission
- 2) Examination of opportunities to reduce costs

A number of items were dealt with related to the first priority but key among their recommendations were;

- A Cost-Of-Living increase of 1% for 2017 coupled with the internal equity adjustments going to the F&A committee for consideration (with the understanding being made clear to the employees that any other major wage adjustments to account for any discrepancy that may

arise due to Market conditions cannot be considered until the 2018 budget). For the 2017 budget, this amounts to \$63,150.00 plus 1% COL all-in figure of \$17,000.00 for a total of about \$80,000.00

- With respect to the HR Committee's second key item (opportunities to reduce costs), it recommends that the F&A Com., as well as other appropriate committees and the Board as a whole take a serious look at the current recycling program with a goal of reaching a decision about its future sometime within the near future.

The last item of note, discussed in detail by the HR Committee, was the potential long-term health impacts of breathing the air when you work at a landfill. This was a concern to the committee and it expressed the need of ensuring that all existing precautions, and possible new ones, were enforced and taken seriously by employees. It recommended that staff review this information and concern as part of its work related to the safety of our employees.

Finance & Audit Committee Report

Following the approved agenda, the chair then asked W. Gamblin, chair of the Finance and Audit Committee, to give this committee's report. Winston referred all to this committee's report found in everyone's binder. A brief summary of it highlighted;

Both the HR Committee additional funding request and the PMC additional funding request were included in the draft 2017 budget which Mark will review at this Board meeting.

There are other key issues discussed by the committee were in the report, that will not be found in Mark's budget report, that this committee wishes to bring to the attention of the Board were;

- The F&A Committee has asked Mark Porter, with the assistance of other staff as appropriate, to carry out a complete Cost Accounting Review of the commission's recycling programs. This level of review of such major commission policy items is considered more than enough to warrant one or more Strategic Planning sessions by the Board in the near future.
- Also, as part of the 2017 budget review, the F&A asked for the funding allocated in past budgets for Recreational Planning be removed. The rationale for this is that the RSCs are receiving mixed signals about the need for these before a municipality or area applies for funding for any type of recreational facility. In addition, without some strong consensus at the Board table that there was interest in close cooperation/collaboration in utilizing such a plan and more specifically the funding formulas that have been developed for determining who should pay what, there was little value in putting time and resources into such planning.

- He reported that a recent health issue of a key employee triggered a concern about staff compliments and succession planning. This concern was to the extent that the F&A recommended funding for a part-time position. However, given that this is the domain of the Planning Management Committee, this recommendation is subject to the agreement and support of that committee
- In keeping with other potential cost saving initiatives, the F&A is recommending that the Board carry out a “Paperless Board meeting” test for one quarter (i.e. 3 months/3 Board meetings). This test would thus be utilizing option 3 within the Paperless Board Meetings Report. This is believed to be a sufficient length of time for the Board to get a true sense of how paperless meeting could actually work without making a significant investment in technology - a risky decision when it is unknown whether the Board will decide that it likes/wants paperless meetings.

Winston completed this portion of his report by putting forward the following motion;

16-47 It was moved by W. Gamblin, seconded by W. Greenlaw that the Board carry out a 3 month test of holding paperless Board meetings, starting at the October 27th Board meeting. CARRIED.

At this point Winston asked Financial Officer Mark Porter to review the draft 2017 budget as approved by the F&A committee. Mark proceeded to provide a very detailed review of the 37 page budget document (as required by government for this use). He referred all to the budget document provided to everyone and provided the page numbers as he went through it. As he went along he highlighted the key changes and new items that were different from last year’s budget.

Once Mark had completed this review he returned the floor to committee chair Winston. Winston then brought forward a motion regarding this draft budget.

16-48 It was moved by W. Gamblin, seconded by D. Blair that the Board accept the draft 2017 Budget, as just presented by our Financial Officer Mark Porter, and direct staff to distribute it to all the Members of the Board asap so that the 45 day review period can begin thereby allowing for a vote on it at our November Board meeting. CARRIED.

Financial Report

The chair then moved to the next agenda item and asked M. Porter to give his report.

Mark drew everyone's attention to the two financial report documents in their binders. He reviewed both in detail with particular emphasis on the "silos" report. He indicated that the commission's financial situation was stable and that our finances were tracking along well when compared to the 2016 budget.

Executive Directors Report

The chair referred everyone to the final report on the agenda and asked F. Tenhave to proceed.

He indicated that all had his report in their binders so he would only address the important points which were;

- The total tonnage of solid waste on a year- to- date basis was going up, thanks to increased business from Maine and the SJ River Valley:

Jan. 2016 – Aug. 2016 = 38,347

Jan. 2015 – Aug. 2015 = 34,539

Jan. 2013 – Aug. 2014 = 33,844

- Similarly he reported that total permits at Planning on a year to date basis were similar to previous years:

Jan. 2016 - Aug. 2016 = 48 Building Permits 34 Development Permits

Jan. 2015 – Aug. 2015 = 42 Building Permits 35 Development Permits

Jan. 2014 - Aug. 2014 = 51 Building Permits 54 Development Permits

- Lastly he indicated that there were a number of minor items discussed in his report but none was of enough consequence to warrant discussion at this point.

Report on Collaborative Activity:

Nothing to report on at this time.

Date, Time and Location of Next Board Meeting:

The chair reiterated the schedule in place and Board again agreed that the next meeting of the Southwest New Brunswick Service Commission will be;

Thursday, October 27th, 2016 at 7:00 at the Administration Building, SNBSC Solid Waste Division, Hemlock Knoll, Lawrence Station, NB.

(All were reminded that just before this meeting (from 5 pm to 7 pm) there will be a closed Information Session for the Consultation Event with Minister Rouselle.)

Question & Answer Period with Public in Attendance

The one public person present asked a couple of questions which were answered by the chair.

Adjournment

It was moved by W. Greenlaw that the meeting adjourn (at approx. 7:38 p.m.)