

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

BOARD MEETING

6:00 P.M., Thursday, November 24, 2016

Administration Building,

Hemlock Knoll, Lawrence Station, NB

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

Joyce Wright, LSD Dennis Weston
Garry Christie, LSD St. Patrick
Terry James, Village of Blacks Harbour
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
Allan MacEachern, Town of St. Stephen
James Tubbs, LSD Dumbarton
Crystal Cook, Town of St. George
Dennis Blair, LSD McAdam / St. Croix
Heather Hatt, LSD Fundy Bay
David Szemerda, LSD Pennfield
Doug Rowlands, LSD Lepreau

STAFF

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

MEMBERS OF THE PUBLIC

Presenters;

Mike Allan, Province of New Brunswick, Rabies Control

Jim Holtz, Province of New Brunswick, Rabies Control

Geoff Mitchell, Investment Advisor, RBC Dominion Securities Inc.

Five members of the public were 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 15 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. She also welcomed all the presenters and members of the public for attending.

The Chair then indicated that we have two presentations this evening and as such we need to move ahead with them quickly. She asked Mike Allen to take the floor and make his “Rabies Control Initiative” presentation.

Public Presentations

Presentation re; Rabies Control

Mike Allan made a PowerPoint presentation on the Rabies Control Initiative. This presentation outlined in great detail the nature of the disease – potentially fatal if not detected early, animals that carry rabies (bats, raccoons, skunks, and foxes). Domestic animals can become infected by these animals (generally thru a bite) and the same goes for people and their children. Charlotte County is the main area of the province dealing with rabies out-breaks although it is present in the western York and Carleton counties. It came into Charlotte County recently from animals that crossed into NB from Maine and has migrated further inland and north from there.

This outbreak is being managed by an eradication effort in 2015 using a program developed in Ontario; i.e. dropping of special antidote bait packets that carry an attractant that animals are drawn to. This antidote works well and is of no danger to other animals. These packets are dropped from an airplane in such a way that a pre-determined number of packets are properly

spread of forest areas. In areas where can't do this, the government just drives thru those more urban areas and throw out the bait packets into the wooded areas.

He stressed the need for the public to call 811 if they see any animal (wild or domestic) demonstrating "unnatural" activities/behavior or changes in behaviour from the norm (both domestic and wild animals). The proper authorities will follow up on such reports to ensure that any threat is deal with appropriately. He also stressed to keep people away from the suspect animals to prevent attach and infection.

In summary he indicated that the eradication program is working well. He stressed the need for strong communications to ensure that any suspect animals are found quickly before the disease spreads further. Social media has been helpful in this effort with the public as well as information in newspapers, flyers and posters, etc. The need both municipal and LSD residents to be part of the surveillance effort to spot suspect animals. He also stressed not to move animals because if the animal is rabid this action just moved the disease to another area and thus spread the disease further. He suggested to pets away from wild animals and that they have up to date shots. A formal approach to this by municipalities

Mr. Allan noted any type of backing from this important effort would be appreciated, such as a letter of support, etc. Dr. Jim Goltz indicated that this eradication program was expensive; much needed, but was not a regular budget item within his department's budget process.

Jim spoke about the need for standardized shots/vaccinations for pets, and that both the province and municipalities are on the same page on this issue. This is critical for not only protecting pets but also to prevent the spread of the disease to people from their pets. He indicated that there is a "gray area" between upper Charlotte County and southern Carleton County i.e. low density of people so less probability of rabid animals to be seen and reported. This makes that area a more challenging area to ensure there is no outbreak. Maine has a strategy for rabies containment rather than eradication thus it is challenging to eradicate in NB because of the rabid population across the border. He indicated that NB is working closely with Maine and encouraging them to pursue an eradication effort, the same as here.

There was an extensive question and answer at the end of this presentation, which provided further useful information.

Presentation re; Investment Policy and Results (Post –closure Fund)

With the rabies presentation completed, the Chair immediately indicated that the second presentation would be to update the Board on how the Board's Investment Policy is being followed and with that she asked Geoff Mitchell of the Royal Bank to take the floor.

Geoff provided a handout package of information detailing the current investments, and which showed how the policy was being followed re; geographic investments, types of investments (stock, fixed income, cash etc.) and so on. Using this he informed the Board in detail about his current investment activity re; the Post-Closure Fund account, where the investments are based on the Investment Policy of this RSC, and how they have performed. He indicated that the goal of the fund was to achieve an average net return of 4% per year. He indicated that this return was currently being easily met. However he stressed that things can change quickly (a recession or some other unexpected event) which could see lower than 4% returns but that was the nature of the stock market. He indicated that risks change over time so it is always in flux but the Board's Investment Policy is conservative so the down-side risk is not great.

He did recommend that the Finance and Audit Committee and the Board reconsider one of the constraints within the current policy; that being the low limit on the amount of investment allowed in the U.S. He indicated that this item, as currently structured, was reducing the potential returns the fund might achieve. The Chair indicated that it was likely that the F&A Committee will discuss his suggestion in the near future and things would proceed from there.

There was a brief question and answer period at the end of his presentation.

At this point the Chair asked Doug Naish to introduce his guest. Doug introduced Angela McLean, the newly appointed CAO for the Town of St. Andrews. He also reminded the Board of an upcoming pre-budget meeting that will be held at 7:00 PM on December 1, 2016 at the NBCC campus in St. Andrews. The Minister of Finance will be in attendance and this meeting is open to the public.

The Chair then turned the floor over to Frank Tenhave. He made a few brief comments about this meeting as being the second test of a process to do "paperless" meetings. He pointed out some of the changes from how the first test meeting was done, and asked for feedback and/or suggestions for making the paperless approach work better.

Adoption of Minutes

The Chair then referred to the next agenda item which was the minutes of the last Board meeting which were e-mailed out prior to the meeting - and were now being projected on the screen. She indicated that all had the opportunity to review them and thus she was looking for a motion to approve.

16-55 It was moved by G. Christie, seconded by A. Townes that the minutes of the October 27th, 2016 Regular Board meeting be approved as circulated. CARRIED.

Business Arising from the Previous Meetings

Motion regarding the proposed 2017 SNBSC Budget

The Chair then referred all to the next agenda item and asked the chair of the Finance and Audit Committee, Winston Gamblin, to take the floor. Winston spoke briefly about the proposed 2017 budget and how it had been circulated to all present for well over the 45 day review period as required. He then made the following motion;

16-56 On behalf of the Finance and Audit Committee, I move that the draft 2017 Southwest New Brunswick Service Commission budget, which was circulated to all members for the required 45 day review period, be approved as the official 2017 budget of this commission.

This motion by W. Gamblin was seconded by D. Blair.

There were 14 votes in favour, and 1 vote opposed (T. James, Blacks Harbour)

The Chair then asked Financial Officer Mark Porter to do the calculations to determine if the “double two-thirds” requirement had been met for passage of the motion.

Mark did so and indicated that 96.3% of the population represented at the table and 93.3% of the members voting were in support of the motion.

With that the Chair declared the motion CARRIED.

New Business

Possible Change to the Board Expenses Policy to include Alternates

The Chair moved on to the next agenda item and referred all to a report on this item that was circulated to everyone – and was up on the screen. She asked Carla Brown to speak to this item, Carla indicated that everyone had received the document so she would not repeat it all here but would proceed with the motion and the discussion, which she did.

There was a brief discussion of the situation and what was the issue that needed to be fixed.

16-57 It was moved by C. Brown, seconded by T. James that the Board approve a change to the bylaws and appendixes such that if Alternates attend a Board meeting but are not able to

sit at the table because their potential seat is filled by the appropriate full Board member, they will be eligible to claim their mileage expenses (and meal allowance expenses if appropriate) for attending a Board meeting. CARRIED

Possible Informal “Strategic Planning” Session in early December

The Chair referred everyone to the next agenda item and went on to explain the reason for it. In summary, she indicated that the Board doesn't often get the opportunity to discuss important issues and possible future initiatives and ideas in an informal session where everyone can speak openly. In addition, with the Board now operating very smoothly, a Strategic Planning session as proposed would be a good opportunity for this new Board to get to know each other better in an informal setting. With that she asked for a motion to move forward on this.

16-58 It was moved by T. James, seconded by C. Brown, that the Board and Alternates have an end- of- year strategic planning session at the McAdam Train Station. CARRIED.

With the motion passed, there was discussion of several dates that might work for the most people. In the end the Board settled on the following;

6:00 PM, Thursday, December 15, 2016 at the McAdam Train Station (Supper will be provided to all attending)

Frank Tenhave indicated that he would inform McAdam of this decision and do a full poll to determine how many Board members and Alternates planning to attend so that food preparation can be accurately done ahead of time.

Presentation of Recognition Plaque

At this time the Chair referred all to the next agenda item and turned the floor over to T. James to carry this item out. As the Director for Zone 4 and on behalf of the Union of Municipalities of NB, she presented a certificate to Mayor Ken Stannix recognizing McAdam's 50th Anniversary.

Committee and Staff Reports

Finance and Audit Report

The Chair moved on to the next agenda item and asked the chair of the Finance and Audit Committee to give his report.

Winston Gamblin took the floor and referred all to the report previously circulated by e-mail and to the report shown on the screen. He had several items and motions to report on and moved quickly through his report.

16-59 It was moved by W. Gamblin, seconded by D. Blair that the Finance Committee recommends \$ 150,000 be moved from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund. Also, an additional \$ 150,000 be moved from the Solid Waste Operating Fund to the Solid Waste Operating Reserve Fund. CARRIED.

16-60 It was moved by W. Gamblin, seconded by J. Wright that the Finance Committee recommends up to \$ 25,000 be approved in principle for the purchase of a GIS system including a computer, plotter and software for Planning Services. CARRIED.

He also indicated that there would be financial requests coming from two committees later in this meeting. He went on to explain that the F&A Committee has done its due diligence on those requests and that the funding was available to meet those request should the Board so choose. He went on to say that the F&A Committee fully supports both these requests to be coming from the Community Policing Committee and the EMO Planning Partnership Committee –and this F&A Committee had passed internal motions to that effect.

CPC Report

The Chair then moved to the next agenda item and asked Carla Brown, the new Vice-chair of the Community Policing Committee to take the floor. Carla referred all to the CPC Report that all had received prior to the meeting and to the report on the screen. She briefly highlighted that report and went on to outline the history of the speed-sign initiative. With that she proceeded with a motion;

16-61 It was moved by C. Brown, seconded by W. Gamblin that this commission purchase a speed sign, as per the model recommended by the CPC, for use by the Community Policing Committee, up to a total cost of no more than \$11,000.00 in Canadian funds. CARRIED.

EMOPPC Report

The Chair then asked Carla Brown, Chair of the EMO Planning Partnership Committee to give that committee's report. Carla referred all to the report that all had previously received – and to the report on the screen. She spoke specifically about the Emergency Preparedness flyer that this committee had been working on for some time. With that she made a motion;

16-62 It was moved by C. Brown, seconded by A. Townes that this Board approve a sum of up to \$2500.00 out of this year's budget to be used for the production and distribution to the public of our new Emergency Preparedness Pamphlet before Jan. 1st, 2017. CARRIED.

Regular Financial Report

M. Porter gave a brief outline of the monthly financial reports, which had been circulated prior to this meeting. In summary he indicated that the commission's finances were tracking along very close to the budget and there were no surprises that the Board should be aware of.

Report on Collaborative Activity:

There was no such activity to report on at this time.

Date, Time and Location of Next Board Meeting:

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

Thursday, January 26, 2017 at 6:00 at the Administration Building, SNBSC Solid Waste Division, Hemlock Knoll, Lawrence Station, NB.

Question & Answer Period with Public in Attendance

There were several questions from members of the public which were answered by the Chair, other Board members and the Executive Director.

Adjournment

It was moved by T. James that the meeting adjourn (at approx. 8:13 p.m.)

