

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION
BOARD MEETING

6:00 P.M., Thursday, August 24, 2017
Administration Building, Hemlock Knoll, Lawrence Station, NB

MINUTES

IN ATTENDANCE:

BOARD MEMBERS

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

Upon the chair checking, there were no members of the Board participating via the conference calling system.

STAFF

Frank Tenhave, Executive Director, SNBSC
Caroll Lagace, SNBSC
Mark Porter, Financial Officer, SNBSC
Dan Harrington, Director of Solid Waste/Planning

MEMBERS OF THE PUBLIC

There were four members of the public in attendance.

Presenters:

Richard Fulton, President of Future St. Stephen.

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 plus one Alternate 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 the presenter and thanked members of the public for attending.

Conflict of Interest Declarations

The Chair asked all members to declare any conflicts of interest that they may be in. No conflicts were declared.

Adoption of Agenda

The chair asked for a motion to approve the agenda for the meeting that was projected on the screen. Upon hearing that request Board member Allan MacEachern as to make two motions for two additions to the agenda. This was followed by a request by Board member Terry James to make a third addition to the agenda. Thus, the Board dealt with three additions to the agenda items as follows;

17-45 It was moved by A. MacEachern, seconded by A. Townes that Richard Fulton, President of Future St. Stephen make a short presentation to the board regarding the ONB proposal. CARRIED. T. James voting NAY

17-46 It was moved by A. MacEachern, seconded by T. James that A. MacEachern would give a brief presentation to the Board on behalf of the Charlotte County Hospital Foundation. CARRIED

17-47 It was moved by T. James, seconded by A. Townes that T. James give an information presentation to the Board regarding health care in Eastern Charlotte. CARRIED.

17-48 It was moved by A. MacEachern, seconded by T. James, that the agenda be accepted with the three additional items added. CARRIED.

Public Presentation

Presentation 1:

The chair then introduced the first presenter to the Board, Richard Fulton, and asked him to take the floor.

Richard Fulton introduced himself and his role in as President of Future St. Stephen. He explained to the Board about his organization's meeting with the Province of New Brunswick i.e. Opportunities New Brunswick (ONB). In summary, he explained that in order for Future St. Stephen to become a partner in economic development activities with ONB (for the St. Stephen portion only), it had to first become an agreed to partner with the Regional Service Commission. In turn, the commission would be the (lead) signatory to the proposed Memorandum of Understanding (MOU) with ONB, which Future St. Stephen expected to also be a signatory to. The chair indicated that this commission had not yet signed the MOU and was awaiting further discussions with ONB. There were a few questions were asked by the Board members, which

he answered in detail. The chair thanked him for his presentation and indicated that Future St. Stephen's interest would be taken into account as we go forward.

Presentation 2:

A. MacEachern then gave the Board some general information regarding funding that the Charlotte County Hospital Foundation will be requesting. In short, this funding would be used to help pay the cost of hiring a consultant to do a study on what procedures that can be kept at the Charlotte County Hospital. He indicated that many people are now going outside of the region to get any number of medical procedures and that it is important to determine which of these would be viable services that could be offered here. He indicated that shifting hospital resources to these in-demand services would help ensure that the hospital remained open for a long time.

A few questions were asked by the Board members and provided as much information as he could. He was asked by the chair to bring back a specific number (amount) that the foundation would like to get from the Board, for further discussion at the next Board meeting, which he agreed to do. Further, if the Board approved some or all of this requested funding, this would need to be put into the 2018 budget.

Presentation 3:

T. James then addressed the Board regarding her concerns about the level of health care within the eastern portion of Charlotte County. She wanted to make the Board aware of the numbers regarding the doctor to patient ratio in that area, which is comparatively high when compared to the western portion of Charlotte County. She went on to provide a number of statistics which demonstrated the difficult situation in eastern Charlotte and how people living there were not able to access local services in a way that is similar to other parts of our region and probably other parts of the province.

When she had finished her presentation, there was a good deal of discussion of the topic and reasons behind it, and in particular the problematic "billing number" system that the province still uses. Some members commented that they thought that this was the only province still using this archaic system. No clear solution was put forward however there were several comments indicating that the commission might consider broadening its involvement in health care issues beyond this current problem under discussion. The chair indicated that it might be helpful for the commission to provide a letter of support for eastern Charlotte representatives in their battle with the health care system which appears to be blocking opportunities to improve local health care.

17-49 It was moved by T. James, seconded by C. Brown that a letter of support to maintain the physician billing numbers in the Southwest New Brunswick Service Commission region remain in the same. CARRIED.

Adoption of Minutes

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

17-50 It was moved by K. Stannix, seconded by W. Greenlaw that the minutes of the June 22, 2017 Regular Board meeting is approved as circulated. CARRIED.

Business Arising from the Previous Meetings

New Business

Transportation Project Update and Board Motion

The Chair then moved to the next agenda item and asked T. James to give this report. T. James read the report that was circulated to each member and projected on the screen. The SNBTAI has been hard at work getting this rural bus service up and running. The projected date to start the operation of this service is mid-September. This service will be run by Maritime Bus, but funding that comes from the province would be sent to this Board which would act as the funding agent for the project. Her report indicated that a motion to this effect would have to be passed for this to happen;

17-51 It was moved by T. James, seconded by J. Tubbs that this commission approve the request by RDC for this commission to become the funding agent for the Rural Lynx-Maritime Bus project. CARRIED.

Following this report, J. Wright, Chair of the Board took this opportunity read two emails that the Executive Director received. The first was from Premier Gallant's office inviting the Board to a meeting on September 5, 1:30pm in St. George. This meeting Premier Gallant would give an update on the last year and the next steps going forward on such provincial issues as economic development, etc.

The second email was from Vern Faulkner wherein he was tendering his resignation from the Planning Management Committee, due to a potential conflict of interest in the near future.

Committee and Staff Reports:

Ad-Hoc Recycling Review Committee Report

The chair then moved to the next agenda item and asked Wade Greenlaw to give this report. Wade read the report that was circulated to each member and projected on the screen. Staff had made a trip to Miramichi to discuss the cart base system that they use. Staff also stopped at a couple communities to get their views of how the system works, and received positive comments. The committee has narrowed the discussion at this point to three options for the collection of recyclable material, and to two options for the processing of the recyclable material.

Finance and Audit

The chair moved on the next report and turned the floor over to Winston Gamblin, Chair of the Finance and Audit Committee. He gave this report that was emailed out prior to the meeting and was being projected on the screen. Key items were;

1) Geoff Mitchell from RBC Dominion Securities gave this committee a presentation on the Post-Closure Fund investment structure and breakdown.

- 2) Staff presented a report on the Xerox photocopier and the cost that it is incurring versus the purchase of a new one. It was decided to purchase a new Xerox copier.
- 3) A first draft of the 2018 budget was reviewed and discussed, with more work to come.
- 4) Further work to improve the accuracy of lists of equipment (i.e. a large portion of the Commissions assets) used for insurance purposes and inventory management purposes was continuing.

HR Committee Report

The chair then moved to the next agenda item and asked Wade Greenlaw to give this report. Wade read the report that was circulated to each member and projected on the screen. This committee has been busy working on three key items;

- 1) Pay Equity among staff, which was recently completed.
- 2) Reviewing and updating the HR manual, which is nearing completion.
- 3) Succession planning, which has been brought often in the past but no action was taken, is now a focus of the committee.

The committee felt that since key staff could be retiring in the near future that it should look at a succession planning. In order to handle this succession planning initiative in an objective and professional manner, this committee felt it should hire qualified consultant to help determine how best maximize the use and effectiveness of its human resources.

17-52 It was moved by W. Greenlaw, seconded by W. Gamblin that the Board approve an appropriate study to gather the needed information regarding succession planning, including internal efficiencies and structures, at a cost not to exceed \$9000.00. Further, if the HR Committee deems it necessary, further related HR work is also hereby approved and this additional work will not exceed \$6000.00. CARRIED.

Community Policing Committee Report

The Chair then moved to the next agenda item and asked Carla Brown to give this report. Carla read the report that was circulated to each member and projected on the screen. She made note that the speed sign that was purchased has been out in a few areas of the region. She noted that if any member of the Board would like to use the speed sign in their area, they must have the training first on how to set it up properly and operate/engage the sign's capabilities. She indicated that it was pretty simple to do and encouraged all present to consider using the sign and thus get someone trained.

Regular Financial Report

The Chair then asked Mark Porter to give a brief outline of the monthly financial reports, which had been circulated prior to this meeting and are displayed on the screen. Mark provided his usual report indicating that all was tracked closely to the budget with the usual seasonal variations on tonnage and other activities taking place as they normally do.

Executive Directors Report

Executive Director F. Tenhave gave a brief overview of his report that was projected on the screen. He indicated that there has been no word back from ONB on the revised MOU sent to them. The Recreation Committee is still waiting on word from the Department of Tourism, Heritage and Culture regarding the funding for the Coastal Trail Study. Tonnage is close to last year with building permits up a bit from last year.

Report on Collaborative Activity

Recreation Planning Committee Report

The Chair then moved to the next agenda item and asked Doug Rowlands, Chair of the Recreation Planning Committee to take the floor. Doug referred all to the Recreation Planning Committee Report that all had received prior to the meeting and to the report showing up on the screen. The winner of the Regional Recreation Masterplan was Stantec-Trace. The committee also approved a revised version of the RFP for the Coastal Link Trail Study project, which will go out as soon as they hear back from the Province on their portion of the funding. A "Recreation" tab has been added to the SNBSC website and an SNBSC Facebook page has been put online primarily to provide recreation information and to promote public participation and input to the masterplan project. The committee has meet with the consultants to discuss several items that they wanted clarification on so that the work can move ahead in a timely fashion.

Date, Time and Location of Next Board Meeting:

The topic of where to hold the next Board meeting was then put before the Board, given that there had been previous discussions of possible other locations (besides Hemlock Knoll). There was a brief discussion but in the end, the chair indicated that the next regularly scheduled Board meeting of the Southwest New Brunswick Service Commission will be;

6:00 PM Thursday, September 28, 2017 in the Conference Room of the Administration Building, SNBSC Solid Waste Division, Hemlock Knoll, Lawrence Station. NB.

Question & Answer Period with Public in Attendance

Several questions from both the public and the press was asked and answered.

Adjournment

It was moved by G. Christie that the meeting adjourn (at approx. 7:45 p.m.)