

**Southwest New Brunswick Service Commission  
Board Meeting Minutes  
May 23, 2013**

**Eastern Charlotte Lions Club Building  
Pennfield, N.B.**

v2013-6-24

Minutes of the Board of Directors of the Southwest New Brunswick Service Commission held on Thursday, May 23rd, 2013 at 6:00 p.m. at the Eastern Charlotte Lions Club Building in Pennfield, N.B.

**IN ATTENDANCE**

Daniel Dow, LSD Representative, Chairperson  
Frank Carroll, Mayor of McAdam, Vice-Chairperson  
Carla Brown, LSD Representative  
Garry Christie, LSD Representative  
Vern Faulkner, LSD Representative  
Winston Gamblin, Mayor of Harvey  
Stan Choptiany, Mayor of St. Andrews  
John Quartermain, Mayor of St. Stephen  
Darrell Weare, LSD Representative  
Nick Cleghorn, LSD Representative  
Terry James, Mayor of Blacks Harbour  
Pat Dodd, LSD Representative  
Sue Farquharson, LSD Representative  
Larry Parker, LSD Representative

**OTHERS**

Hon. Bruce Fitch, Minister of Environment and Local Government

Rob Kelly, Assistant Deputy Minister, Department of Environment and Local Government

Martin Corbett, Senior Policy Advisor, Department of Environment and Local Government

Ryan Donaghy, Communications Director, Department of Environment and Local Government

Frank Tenhave, Executive Director, SNBSC

**PUBLIC**

There were 15 members of the general public present in the gallery.

## **1. CALL TO ORDER**

The meeting was called to order at approximately 6:05 p.m. by the Chairperson, D. Dow. The chair made brief opening remarks welcoming Minister Bruce Fitch and his entourage to the meeting.

Minster Fitch made a brief speech to those assembled at the last of the twelve regional service commissions to be addressed by him and his staff. He commended the Board on its work thus far and acknowledged that there have been growing pains across the province and that was to be expected. He stressed that as a region all need to work together for the common good and find ways to reduce costs. He also emphasized the need for transparency and accountability as that was what the public told the government it wanted in any new system.

Following the Minister's remarks, Martin Corbett gave a PowerPoint presentation which was a general overview of the regional service commission system. He reviewed its structure and mandate as well as, some of the key principals underlying how they are designed to operate.

## **2. DISCUSSION AND Q&A SESSION WITH MINISTER AND STAFF**

With the presentations completed, the chair opened the Board meeting to questions for the Minister. There were a variety of questions and comments on topics ranging from economic development to infrastructure to Board governance and training. One key point that the Minister made was that there would not be any additions to the six mandated services that the regional service commissions currently are responsible for, at least for the foreseeable future.

Subsequent to this, the Minister and his group left the meeting and the business of the Board went back to normal.

## **3. ADDITIONS/CHANGES TO THE AGENDA**

The chair asked those present if there were any additions or changes anyone would like to make to the agenda. None were forthcoming.

## **4. APPROVAL OF THE AGENDA**

The chair asked for a motion to approve the agenda as presented.

**13-68** It was moved by C. Brown and seconded by T. James that the agenda be adopted as written. **CARRIED**

## **5. CONFLICT OF INTEREST DECLARATIONS**

The chair asked if there were any conflict of interest that any Board members wished to declare. Hearing none, the chair moved on to the next agenda item.

## **6. APPROVAL OF MINUTES**

The chair asked if everyone has had a chance to review the minutes of the last meeting.

**13-69** It was moved by F. Carroll and seconded by S. Choptiany that the minutes of the last meeting be approved as circulated. V. Faulkner identified an error in the spelling of Manors-Sutton and the mover agreed that the error would be corrected in the approved minutes. **CARRIED**

**6(a)** D. Weare stated that similar to the last Board meeting, the audit was not yet completed so it would be necessary to again have a motion to move the AGM of the former solid waste commission and our portion of the former rural planning commission set for the next Board meeting.

**13-70** It was moved by D. Weare and seconded by F. Carroll that the AGM be moved to the next Board meeting. **CARRIED**

## **7. EXECUTIVE DIRECTOR'S REPORT**

The Executive Director referred the Board to the report that had been circulated by e-mail and was included in the Member folders at this meeting. He provided a brief overview of items of activity regarding the Corporate division, primarily that a couple of cost items had been set aside pending the completion of the budget process. In addition items regarding the solid waste division (increased seasonal tonnage as spring and building seasons begin) and the planning division (activity on a provincial level). Further two items that were requested to be reported on (confidentiality and content for in-camera business sessions) were included in his report so Board members were asked to read them and if they had any questions to get back to the ED.

**13-71** It was moved by J. Quartermain and seconded by S. Choptiany that the Executive Directors report be accepted as presented. **CARRIED.**

## **8. EXECUTIVE COMMITTEE REPORT**

D. Dow provided the report for the Executive Committee referring to the document that was circulated just prior to the Board meeting. He summarized the content of the report by indicating the key recommendations to the Board.

**13-72** It was moved by J. Quartermain and seconded by T. James that the Executive Committee report be accepted as presented. **CARRIED**

## **9. BUSINESS ARISING FROM EXECUTIVE COMMITTEE REPORT**

Arising from the Executive report was a discussion of the recommendation that the Board have a Secretary from among its members. The need for this grew out of the need to

keep notes for in-camera sessions when no staff members are present. After a brief discussion the Board members saw value in doing this.

**13-73** It was moved by F. Carroll and seconded by S. Farquharson that the position of Secretary be added to the structure of the Board. **CARRIED**

As a result of this motion, there was a discussion of how to fill the position. As the result of a call for nominations, two candidates from the Board were identified. Rather than have a vote, the two nominated individuals decided to share the responsibility as Secretary of the Board.

**13-74** It was moved by D. Weare and seconded by F. Carroll that S. Farquharson and V. Faulkner would share the position of Secretary of the Board. **CARRIED**

## **10. PRAC COMMITTEE REPORT**

S. Farquharson then presented a summary of the PRAC report to the Board, referring to the written report that had been circulated via e-mail and found in the Member folders. The first PRAC meeting went well and smoothly.

**13-75** It was moved by J. Quartermain and seconded by D. Weare that the PRAC report be accepted as presented. **CARRIED**

## **11. BUSINESS ARISING FROM THE PRAC REPORT**

Arising from the PRAC report was a recommendation to the Board that the SNBSC become a member of CRINS. This recommendation was based on a full analysis of the question by members of the PRAC and research done by staff.

**13-76** It was moved by V. Faulkner and seconded by F. Carroll, that the SNBSC proceed with becoming a member of CRINS. **CARRIED with one "na" vote**

## **12. COMMUNITY POLICING COMMITTEE REPORT**

F. Carroll proceeded to provide the Community Policing Committee report. The brief report he referred to was circulated prior to the meeting and was found in the Member folders. He summarized the results of the first full CPC meeting and the planned next steps.

**13-77** It was moved by F. Carroll and seconded by S. Choptiany that the CPC report be accepted as presented. **CARRIED**

## **13. BUSINESS ARISING FROM THE CPC REPORT**

There was a brief discussion of the report with the outcome being a commitment by the co-chairs to share information with the entire Board on the new "best practice" model for the Community Policing Committee which F. Carroll is leading in RSC10 based on a successful model which operated in RCMP, District 2. F. Carroll also discussed inviting

Heather Brander, the provincial person responsible for relations and contracting with the RCMP, to attend and present at the next CPC meeting. G.

Christie commented extensively about the need for all Board members to reach out to the "unorganized" LSDs in the hope that interested individuals from those areas might become members of this committee as well. Given the importance of this service he stressed that all areas need to be represented.

#### **14. FINANCE AND BUDGET COMMITTEE REPORT**

The Finance and Budget Committee report was given by J. Quartermain who referenced the written report that circulated via e-mail and was included in the member folders. He explained that C. Brown had stepped down as chair of this committee and that he and

D. Weare would share the duties of chair for this committee. He also indicated that he would become a member of the Audit Committee. He touched on technology issues, the Office Administrator position, janitorial services and related items. In summary action on these issues would be dependant on the outcome of the combined cost review/2014 budget process.

The visit to the landfill on June 5th was also touched on.

**13-78** It was moved by S. Farquharson and seconded by C. Brown that the F&B Committee report be accepted as presented. **CARRIED**

#### **15. BUSINESS ARISING FROM THE FINANCE AND BUDGET REPORT**

Coming out of the report was a discussion of the need to increase the Board's liability insurance. After discussion the group embraced the idea.

**13-79** It was moved by S. Choptiany and seconded by L. Parker that the Board increase its liability insurance from the current \$5 million up to \$20 million. **CARRIED**

#### **16. AUDIT COMMITTEE**

A brief Audit Committee report was given by D. Weare which was circulated by e-mail and included in the member folders. In summary the audit process is stalled due to issues at ELG regarding the financial information gathered. He indicated that the process is frustratingly slow but there was little that could be done about it.

#### **17. BUSINESS ARISING FROM THE AUDIT REPORT**

There wasn't any business arising from the Audit Committee report.

#### **18. TAC TERMS OF REFERENCE**

The issue of the Terms of Reference of the Technical Advisory Committee was first addressed by S. Farquharson. She discussed the Terms of reference (included in the

member folders) developed by the committee at its first meeting. After discussion, there was consensus among the group that the TAC would have 3 Board members and possibly 5 non-Board members. To get to this number S. Choptiany volunteered to sit on this committee and Dave Mahar of the Blacks Harbour area was named as a qualified person who had expressed interest in being on this committee. The mandate of the committee to include management issues as well as technical issues was also embraced. The length of time one can be on this committee was agreed to be the same as other committees which is 2 years, at which time all members would be subject to renewal.

**13-80** It was moved S. Farquharson and seconded by L. Parker that the terms of reference for the Technical Advisory Committee be adopted as written with the term of service on the committee being 2 years and accepting S. Choptiany as the Board member and Dave Mahar of Blacks Harbour as an additional non-board member, completing the agreed to 3 Board members and 5 non-board members to also serve on the committee. **CARRIED**

At this point in the meeting members suggested that the time was getting late. After some discussion the group agreed that the meeting had gone on long enough.

**13-81** It was moved by S. Farquhason that the remainders of the agenda be tabled until the next Board meeting and that the meeting adjourn. Prior to voting on this motion there was a brief discussion of the location of the next Board meeting. The Board agreed to hold the next meeting in McAdam and supper would be part of the event. With that completed, the motion was voted on. **CARRIED**

The meeting adjourned at approximately 9:50 p.m.

## **SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

### **MAY 22, 2013 BOARD MEETING**

#### **EXECUTIVE DIRECTORS REPORT**

Beyond the normal administrative work over the past month, the following items were of particular note;

##### **Corporate;**

- Re-advertising and filling the Office Administrator (Corporate) position has been set aside for the short-term pending the outcome of the budgeting process, and possibly not even then.
- Meetings with the Department of Economic Development representatives for this area/region as a lead up to the Advisory Committee work
- An assessment of the IT hardware needs of the SNBSC was carried out but again the recommended upgrades will not be acted on until after the budget process is completed, at a minimum.
- Progress on the website has been slow and disappointing. We now have a very basic website up and running with the expectation that we will make major improvements to it in the near future; [www.snbsc.ca](http://www.snbsc.ca). If you go to that website you will find the most recent versions of our bylaws, the Regional Service Commission Act, the Regional Service Commission Regulations, and other documents like copies of the Board meeting minutes. The intranet is not yet in place but that remains a priority.

##### **Solid Waste Division;**

- As is the norm in the past, employees are doing preliminary construction work in preparation of normal annual work in that area.
- The volume of waste is picking up a bit as spring clean-up and commercial and residential construction season is starting to ramp up.

##### **Planning Division;**

- Our Planning Director has attended a few provincial planning meetings hosted by the Dept. of Environment and Local Government (ELG), all as part of the

transition and ramping up of planning services within the mandate of the regional service commissions.

- While regional planning remains a key objective, ELG has removed the deadline for having regional plans in place by 2018.
- This is significant because unlike the land use component (building permits, etc.), the true planning component applies to both the rural and municipal areas within our region.
- We have been keeping close contact with local NGOs that are doing work on the impact of climate change on coastal areas. Their work should dovetail well with our work on planning especially regarding coastal land use. Of particular value is their work in building a data base using high tech mapping tools like LiDAR (Light Detection and Ranging), something we hope will eventually extend across our entire region.

The Monthly meeting of the Department of Environment and Local Government and 12 RSC Executive Directors (ELG/RSCs Meeting) will not be held until next week so the normal report on items coming out of that meeting is not part of this report.

At the meeting of the Executive Committee a couple of weeks ago, I was asked to provide some information to Board members on two items;

- 1) confidentiality
- 2) criteria for in-camera meeting agenda items

#### 1) CONFIDENTIALITY;

With respect to confidentiality, this is something that is not found in any of the bylaws, Acts or Regulations. It is something that flow out of being a member of a Board and in particular one that operates under Roberts Rules of Order.

Just to be clear; in the private sector, confidentiality by Board members is a major issue and generally new members are asked to sign confidentiality agreements as well as conflict-of interest disclosure agreements. That is done is because information about new products, new markets, product prices, and so on must be guarded from leaking given that such information in the hands of competitors could weaken the company significantly.

It is different in a not-for-profit Board setting because we don't have any such corporate secrets. However, as a general practice of not-for-profit Boards of Directors, confidentiality has more to do with maintaining the public's confidence in the organization – both from a management perspective and from a mandate perspective. Under the Roberts Rules there is much discussion of the characteristics of Board members should have; one of which is termed “loyalty to the Board” . It is this catch-all term that is the basis for some parameters around confidentiality from a Board perspective. In summary, as I understand it, this means that Board members are loyal to the Board as an entity that, when working as intended, can perform its duties

appropriately and with the due care and attention expected. This is not to say that Board members are required to be loyal to the other people on the Board. To use a bad example this is similar to being loyal to a particular political party but not necessarily being loyal to the current leader and/or those within the current management of that political party.

The loyalty is to the principals of the Board and to the efforts of all Board members that are helping move the organization down the appropriate path in carrying out its mandate. There is lots of room at a normal Board table for differing opinions on any given policy or issue – that is a healthy thing and Boards are designed to provide a forum for airing such varying opinions. Once the Board votes on a decision, the general expectation is that all will fall in behind that decision in any public discussion of the decision.

Where this all gets very murky is when there is a disagreement at the Board table on an issue and an individual member or group of members believes that an action or decision taken by the majority is not in keeping with the underlying principals of the Board's creation and/or its proper processes in carrying out its duties. Under these circumstances, the question is whether this is legitimate questioning of the Board or is it a lack of loyalty to the Board – and there is no good answer to that question because each circumstance is different. Further all members of the Board may not be working from the same depth of information or understanding of the issue in question.

Setting aside that not uncommon scenario, as a general principal all Board members are encouraged not to discuss other individual Board members when away from the Board table as part of this confidentiality / loyalty to the Board expectation. Further who voted for what and who was against what is internal business that should not leave the Board table. This is easier said than done but leadership in this approach can set a positive tone with the public and in fact the Board itself.

#### CRITERIA FOR IN-CAMERA/CLOSED BUSINESS MEETINGS;

This is a much easier question to provide clear answers to because it is clearly spelled out in the attached documents. In summary, as you will see when you read the marked portions of the documents so I won't repeat them here.

In-camera business sessions are perhaps the one area where the expectation of Board members not discussing the content and outcomes of a meeting should be expected. The summary of such meetings are kept brief and general for just such a reason. This kind of meeting is not intended for public consumption because of the sensitive nature of the agenda.

After reviewing this attachment, Board members should have a good understanding of what items they could and should put forward for discussion in-camera. Keep in mind that the underlying principal of the regional service commission structure is openness and transparency so the in-camera meeting is only to be used in instances that clearly fit these criteria.

## Guidelines on Holding of Regional Service Commission Meetings

April 17, 2013

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- The General Regulation (New Brunswick Regulation 2012-109) under the *Regional Service Delivery Act* requires that all regular and special meetings of the Boards of Regional Service Commissions be open to the public. The Act also provides that such meetings may be closed to the public for reasons identified in subsection 10.2(4) of the Municipalities Act.
- Regular meetings of the Board of the Regional Service Commission are defined as those meetings that are held at regularly scheduled times throughout the year. The public is to be made aware of the schedule of the regular meetings by posting the information on the Regional Service Commission's web site and having this same information available at the offices of the Regional Service Commission.
- Special meetings of the Board of the Regional Service Commission are called from time to time in a manner prescribed in the Regional Service Commission's procedural by-law. Such meetings of the Board are held in order address issues that require immediate attention but due to time constraints or unforeseen circumstances cannot be dealt with in the course of the regularly scheduled meetings. Such special meetings may also be held to address a specific issue (or issues) that require an extensive period of review and discussion that would otherwise take up too much time during a regular meeting of the Board. The public must be notified of such meetings in accordance with the Commission's procedural by-law.
- From time to time, the Regional Service Commission may require its Board members to meet outside of regularly scheduled or special meetings. Such meetings could be held for the purposes of the following:
  - Working on the development of a strategic plan for the organization (Vision, Mission, Objectives, Priorities)
  - General brainstorming sessions relating to the various activities of the organization

- Attending a workshop, training and / or information session specifically for the Board members of the Commission
- Meeting with other municipal, provincial, federal or regional service commission officials

These meetings are not required to be open to the general public. At such meetings, recommendations can be developed and direction to staff can be provided but no decisions of the Board can be made. Any decisions to be made must be made by the Board at a regular or special meeting.

### **Minutes of Board meetings**

- Subsection 13(6) of the General Regulation under *Regional Service Delivery Act* (New Brunswick Regulation 2012-109) specifies that “The minutes of regular meetings and special meetings of a Board shall be made available to the public”.
- Minutes of regular and special meetings shall be made available to the public once they have been approved by the Board of the Regional Service Commission.
- Minutes of meetings, once approved by the Board, shall be posted on the Regional Service Commission’s website and shall also be available for the public at the head office of the Regional Service Commission.
- Municipal and rural community administrators, along with the Local Services Manager in the region, shall be notified by email that the minutes of a regular or special meeting of the Regional Service Commission Board, once approved, are available.

# Southwest New Brunswick Service Commission Procedural By-Law

## **5.12 Public Access to Board Meetings**

All regular and special meetings of the Board shall be open to the public pursuant to the *General Regulation under the Regional Service Delivery Act*. However, if it is necessary at a meeting of the Board to discuss any of the matters referred to in subsection 10.2(4) of the *Municipalities Act*, the public may be excluded from the meeting for the duration of the discussion.

For additional clarity, the following is the relevant section of the *Municipalities Act*:

**"10.2(4)** If it is necessary at a meeting of a council or a committee of council to discuss any of the following matters, the public may be excluded from the meeting for the duration of the discussion:

- (a) information the confidentiality of which is protected by law;
- (b) personal information;
- (c) information that could cause financial loss or gain to a person or the municipality or could jeopardize negotiations leading to an agreement or contract;
- (d) the proposed or pending acquisition or disposition of land for a municipal purpose;
- (e) information that could violate the confidentiality of information obtained from the Government of Canada or from the Province;
- (f) information concerning legal opinions or advice provided to the municipality by a municipal solicitor, or privileged communications as between solicitor and client in a matter of municipal business;
- (g) litigation or potential litigation affecting the municipality or any of its agencies, boards or commissions, including a matter before an administrative tribunal;
- (h) the access to or security of particular buildings, other structures or systems, including computer or communication systems, or the access to or security of methods employed to protect such buildings, other structures or systems;
- (i) information gathered by police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of such information; or
- (j) labour and employment matters, including the negotiation of collective agreements."

## **6. PROCEDURE FOR MEETING:**

(a) made in a regular or special meeting of the council, and

(b) adopted by a by-law or resolution of the council.

**10.2(2.1)** No act or decision of a council is valid unless it is authorized or adopted by a by-law or resolution at a council meeting.

**10.2(3)** Subject to subsection (4), all meetings of a committee of council shall be open to the public.

**10.2(4)** If it is necessary at a meeting of a council or a committee of council to discuss any of the following matters, the public may be excluded from the meeting for the duration of the discussion:

(a) information the confidentiality of which is protected by law;

(b) personal information;

(c) information that could cause financial loss or gain to a person or the municipality or could jeopardize negotiations leading to an agreement or contract;

(d) the proposed or pending acquisition or disposition of land for a municipal purpose;

(e) information that could violate the confidentiality of information obtained from the Government of Canada or from the Province;

(f) information concerning legal opinions or advice provided to the municipality by a municipal solicitor, or privileged communications as between solicitor and client in a matter of municipal business;

(g) litigation or potential litigation affecting the municipality or any of its agencies, boards or commissions, including a matter before an administrative tribunal;

(h) the access to or security of particular buildings, other structures or systems, including computer or communication systems, or the access to or security of methods employed to protect such buildings, other structures or systems;

a) prises au cours de ses réunions ordinaires ou extraordinaires, et

b) adoptées par un arrêté ou une résolution du conseil.

**10.2(2.1)** Aucune action ou décision d'un conseil n'est valide à moins d'être autorisée ou adoptée par un arrêté ou une résolution à une réunion du conseil.

**10.2(3)** Sous réserve du paragraphe (4), toutes les réunions d'un comité du conseil sont ouvertes au public.

**10.2(4)** Le public peut être exclu d'une réunion du conseil ou d'un comité du conseil pendant la durée du débat, lorsqu'il est nécessaire de discuter de l'une ou l'autre des questions suivantes :

a) d'information dont le caractère confidentiel est garanti par la loi;

b) des renseignements personnels;

c) d'information qui pourrait occasionner des gains ou des pertes financières pour une personne ou une municipalité, ou qui pourrait compromettre des négociations en vue d'aboutir à la conclusion d'un accord ou d'un contrat;

d) de l'acquisition ou de la disposition projetée ou en cours de biens-fonds à des fins municipales;

e) d'information qui pourrait porter atteinte au caractère confidentiel d'une information reçue du gouvernement du Canada ou de la province;

f) d'information concernant les consultations juridiques données à la municipalité par un avocat municipal ou la communication protégée entre l'avocat et son client à propos d'une affaire d'ordre municipal;

g) de litiges ou de litiges éventuels touchant la municipalité ou l'une de ses agences, régies ou commissions, comprenant une affaire devant un tribunal administratif;

h) de l'accès à des constructions particulières, à d'autres structures ou systèmes, y compris les systèmes informatiques ou de transmission, ou concernant la sécurité de ces constructions, ces autres structures ou systèmes, ou de l'accès aux méthodes employées pour protéger ces constructions, ces autres structures ou systèmes ou concernant la sécurité de ces méthodes;

(i) information gathered by police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of such information; or

(j) labour and employment matters, including the negotiation of collective agreements.

**10.2(5)** If a meeting of a committee of council is closed to the public pursuant to subsection (4), no decisions shall be made at the meeting except for decisions related to

(a) procedural matters,

(b) directions to an officer of the municipality, or

(c) directions to a solicitor for the municipality.

**10.2(6)** If a meeting is closed to the public pursuant to subsection (4), a record shall be made containing only the following:

(a) the type of matter under subsection (4) that was discussed during the meeting; and

(b) the date of the meeting.

**10.2(7)** The record made under subsection (6) shall be available for examination by the public in the office of the clerk during regular office hours.

1981, c.52, s.1.1; 1982, c.43, s.2; 2003, c.27, s.6.

**10.3(1)** Subject to subsection (2), a municipality shall enact a by-law to regulate the procedures of its council meetings and such a by-law shall include those matters prescribed by regulation.

**10.3(2)** If a matter prescribed for the purposes of subsection (1) conflicts with a provision of a municipal charter or a private or special Act, a municipality may enact a by-law pursuant to subsection (1) that does not include that prescribed matter.

2003, c.27, s.7.

**11(1)** In addition to any other powers given by this Act, a municipality may make by-laws for the following purposes:

(a) Repealed: 2003, c.27, s.8.

i) des renseignements recueillis par la police, y compris par la Gendarmerie royale du Canada, au cours d'une enquête relative à toute activité illégale ou suspectée d'être illégale ou la provenance de ces renseignements; ou

j) d'information relative au travail et à l'emploi, y compris la négociation de conventions collectives.

**10.2(5)** Si une réunion d'un comité du conseil est fermée au public en application du paragraphe (4), aucune décision ne peut être prise lors de la réunion à l'exception des décisions relatives aux

a) questions procédurales,

b) directives données à un fonctionnaire de la municipalité, ou

c) directives à l'avocat de la municipalité.

**10.2(6)** Si une réunion est fermée au public en vertu du paragraphe (4), un registre doit être fait contenant seulement ce qui suit :

a) le genre de questions en vertu du paragraphe (4) qui ont été discutées pendant la réunion; et

b) la date de la réunion.

**10.2(7)** Le registre fait en vertu du paragraphe (6) peut être examiné par le public au bureau du secrétaire aux heures normales d'ouverture.

1981, c.52, art.1.1; 1982, c.43, art.2; 2003, c.27, art.6.

**10.3(1)** Sous réserve du paragraphe (2), une municipalité doit adopter un arrêté pour réglementer les procédures applicables aux réunions du conseil et un tel arrêté doit comprendre tout ce qui est prescrit par règlement.

**10.3(2)** Si une question prescrite aux fins du paragraphe (1) est incompatible avec une disposition d'une charte municipale ou d'une loi d'intérêt privé ou particulier, une municipalité peut adopter un arrêté en vertu du paragraphe (1) qui ne comprend pas cette question prescrite.

2003, c.27, art.7.

**11(1)** Outre les autres pouvoirs que lui confère la présente loi, une municipalité peut prendre des arrêtés municipaux aux fins suivantes :

a) Abrogé : 2003, c.27, art.8.

## **SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

### **Executive Committee Report**

**May 23, 2013**

The Executive Committee meeting was held in the Council Chambers of the Town of St. Stephen and began at approx. 2:40 p.m. on May 14<sup>th</sup>, 2013

Present for the meeting were; Dan Dow, Frank Carroll, John Quartermain, and Carla Brown

Frank Tenhave, Exec. Dir.

The meeting proceeded following an agenda distributed by Frank T. ;

- 1) The ELG Minister and Senior staff are still coming to the May Board meeting. After discussion it was decided to not ask for the meeting with him re; LSD issues as previously planned. He would be invited to come half an hour early for a "Meet and Greet" opportunity if possible. The LSD meeting would be pursued by Dan for a 1-2 hr. meeting with Rob Kelly.
- 2) The possibility of purchasing increased liability insurance would be referred to the Finance and Budget Committee.
- 3) The issue of the number of Board members and Alternates that responded to the survey of availability for the June 5th visit to the solid waste facility was discussed. Carla volunteered to call those that had not responded.
- 4) The ED brought forward a possible approach to cutting the cost of janitorial services. After discussion, this item was deferred to the Finance and Budget Committee.
- 5) How to handle the documentation of "closed business sessions" was discussed at length. In summary the Executive Committee will be recommending to the Board that going forward these meetings be held at the end of regular Board meetings and that the regular Board meeting be adjourned officially before the in-camera session begins. In general, the Executive Director will make brief summary notes of the closed session and those would be kept by him only and only brought forward at the next closed/in-camera session. In the event that an issue involving staff or other sensitive issues where the Executive Director was not part of the in-camera session, the summary notes would be kept by an appropriately designated Board member. In order to have that person in place and ready for such a circumstance there needs to be a motion along the lines of;

" ...A motion to add another designated position on the Board beyond the Chair and Vice-Chair and that position would be Secretary of the Board."

Assuming the motion is approved, the Board could then either select or nominate a person to fill that roll.

There was further discussion of the management of closed sessions and the content of such meetings. In the end the consensus was that it would be recommended to the Board that an (optional) closed session would appear at the end of the agenda for all Board meetings. Further, anyone wishing to have an item put on the closed meeting agenda must submit it to either the Chair or the Executive Director by the same deadline as for regular Board agendas going out to the group (5 days prior). Any items submitted would be reviewed to ensure that it was an item that was appropriate for closed session rather than open session before it would be added to the closed session agenda.

This discussion lead to a discussion of the confidentiality agreements that were to be signed by all Board members and Alternates. With some still not signed, Carla agreed to ensure that those that had not done so would be asked to do so at the next Board meeting.

Continuing the discussion along this track, the group asked Frank T. to prepare a brief presentation on confidentiality in the context of the Board and what items were generally brought to a closed session, and present this to the Board next week.

6) Several items stemming from the draft minutes of the April Board meeting were then discussed in detail;

- the hiring of the Office Administrator was discussed. In Summary, Frank would research the pay scales of "like" positions (generally municipal "clerk" positions) and use that for a guide re; the pay scale of the position. This information would be part of the discussion at the Finance and Budget Committee where this item was referred.
- there was discussion of the make-up and term of the Technical Advisory Committee; in summary the Executive Committee would be recommending to the Board and the TAC that the term of all the members of that Committee be the same as for other committees i.e. 2 years. In addition it would be recommended to the Board and the TAC that there be 4 members on that committee from the Board in keeping with the bylaws (except for PRAC and the Policing Committees which have a different structure). This would mean that 2 additional Board members would be needed to bring the TAC up to the full 4. Volunteers would be requested at the Board meeting
- there was discussion of the role of the Chair on a variety of fronts. Frank T. provided information to the group on various interpretations of the chairs role. In the end the consensus was that Robert's Rules of Order, Revised, as outlined in our Procedural Bylaws (5.10.1) would be the deciding authority on these questions. The group asked that a copy of the Roberts Rules of Order, Revised be ordered so that all Board members and Alternates had a copy. Frank would see that these are ordered and he would provide the Board with a summary of the role of the Chair based on Roberts Rules. Revised.

- there was a discussion of the cost review/2014 budget process that the Finance and Budget Committee is charged with; The Executive Committee asked Frank to add to the agenda for that committee's next meeting an item to discuss the possible need to either hire a consultant to do some of the cost analysis or to have a qualified person spend a few weeks at the solid waste facility doing research and making observations. Either of these approaches was to help gather the needed information to help the F&B Committee do its work.
- there was a question about a part of this RSCs Procedural Bylaw being missing from the more recent versions (3.1.2 which in earlier versions had dealt with the role of the chair on committees etc.). Frank T. was asked to research this item to see if it was removed by the committee charged with adjusting the first draft of these bylaws provided by the province or if it was inadvertently lost during one of the many revisions of this document.
- the committee discussed the Board meeting set-up and asked that the tables be placed in a square for better communications and ability to hear.
- the need for legal counsel was discussed; Frank indicated that things were progressing and at least one expression of Interest was expected soon.
- Frank would provide the group with a copy of the latest version of the makeup of all the committees

The meeting adjourned at approximately 5:30 p.m.

# **SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

## **Planning Review and Adjustment Committee**

Meeting No. 13-05

May 14<sup>th</sup>, 2013

6:00 pm

Members Present: Susan Farquarson                      Nick Cleghorn  
Vern Faulkner                                              Wayne MacQuarrie  
Sam Walsh                                                      Janet Hunt  
Brian Cornish

Members Absent: Bill Campbell

Also Present: Frank Tenhave, Executive Director  
Dan Harrington, Planning Director  
Don Leachman, Development Officer  
Judy Hartford, Development Officer

### **WELCOME & INTRODUCTIONS**

The meeting commenced at 6:00 pm with Frank Tenhave, Executive Director welcoming the members and attendees to the PRAC meeting. Frank gave a brief overview of SNBSC and the PRAC.

### **ELECTION OF CHAIR & VICE-CHAIR**

Nominations were held for the Chair and two names were nominated, Susan Farquarson & Vern Faulkner. A vote was taken; Susan Farquarson was elected as the Chair. Nominations were held for the Vice-Chair and one name was nominated. Vern Faulkner was elected as the Vice-Chair. Susan Farquarson then presided over the meeting.

### **DECLARATION OF CONFLICT OF INTEREST**

Dan Harrington, Planning Director declared a conflict of interest for item 13-05-02 as he is a notified neighbour of the proposed development.

### **SUBDIVISION SUBMISSIONS**

**ITEM 13-05-01:**            Claire & Jamie **CARPENTER** Subdivision  
Parish of St. Andrews, Charlotte County  
PID #01232412

#### **Decision Required**

Consideration of the creation of five lots on a 20-metre wide private right-of-way.

### **Discussion**

As the lots are suitable for the purpose intended, the proposed subdivision has received favourable comments for septic and sight distance for the access, Staff recommends that the PRAC of Southwest New Brunswick Service Commission approve lots 2012-1 through 2012-5 on a 20-metre wide private right-of-way subject to:

- a) the final plan of subdivision being stamped with the "Private Right-of-Way" note;
- b) the 75-metre buffer from Chamcook Lake being shown on the final plan; and
- c) the right-of-way being shown as part of the remnant property.

### **Decision**

It was moved by Nick Cleghorn and seconded by Brian Cornish that the PRAC of Southwest New Brunswick Service Commission approve the private right-of-way as being suitable for the development of land subject to the final plan of subdivision being stamped with the "Private Right-of-Way" note; the 75-metre buffer from Chamcook Lake being shown on the final plan; and the right-of-way being shown as part of the remnant property.

Motion Carried.

### **Legal Authority for Decision**

Subsection 6(1) - *Provincial Subdivision Regulation* - Every lot, block and other parcel of land in a proposed subdivision shall abut (a) a street owned by the Crown, (b) such other access as may be approved by the Commission as being advisable for the development of land.

**ITEM 13-05-02:**        **Eugene & Minnie WORMELL Subdivision**  
                                 **Parish of Dufferin, Charlotte County**  
                                 **PID#s 15153067 & 01206515**

### **Decision Required**

Consideration of the creation of lot 2012-1 on a 20-metre wide private right-of-way.

### **Discussion**

A right-of-way agreement to cross the remnant to access the proposed lot should be included with the deed to be registered.

As the lot is suitable for the purpose intended, as the access exists, and as the lot has been approved for a septic system, Staff recommends that the PRAC of Southwest New Brunswick Service Commission approve the lot on a 20-metre wide private right-of-way subject to:

- a) the final plan of subdivision being stamped with the "Private Right-of-Way" note; and

- b) the right-of-way being shown as part of the remnant property.

**Decision**

It was moved by Brian Cornish and seconded by Nick Cleghorn that the PRAC of Southwest New Brunswick Service Commission approves the private right-of-way as being suitable for the development of land subject to the final plan of subdivision being stamped with the "Private Right-of-Way" note; and the right-of-way being shown as part of the remnant property.

Motion Carried.

**Legal Authority for Decision**

Subsection 6(1) - *Provincial Subdivision Regulation* - Every lot, block and other parcel of land in a proposed subdivision shall abut (a) a street owned by the Crown, (b) such other access as may be approved by the Commission as being advisable for the development of land.

**ITEM 13-05-03**      **Lesley MCFARLANE Subdivision**  
**Parish of St. George, Charlotte County**  
**PID #15059066**

**Decision Required**

Consideration of the creation of two lots on a 20-metre wide private right-of-way.

**Discussion**

As the proposed subdivision is suitable for the purpose intended, as the access exists and have existing septic systems, Staff recommends that the PRAC of Southwest New Brunswick Service Commission approve the lots on a 20-metre wide private right-of-way subject to:

- a) the final plan of subdivision being stamped with the "Private Right-of-Way" note; and
- b) right-of-way agreements to cross PID # 01237809 to access lots 2013-1 & 2013-2 being provided with the final plan of subdivision.

**Decision**

It was moved by Janet Hunt and seconded by Nick Cleghorn that the PRAC of Southwest New Brunswick Service Commission approves the existing private right-of-way as being suitable for the development of land subject to the final plan of subdivision being stamped with the "Private Right-of-Way" note; and right-of-way agreements to cross PID #01237809 to access lots 2013-1 & 2013-2 being provided with the final plan of subdivision.

Motion Carried.

**Legal Authority for Decision**

Subsection 6(1) - *Provincial Subdivision Regulation* - Every lot, block and other parcel of land in a proposed subdivision shall abut (a) a street owned by the Crown, (b) such other access as may be approved by the Commission as being advisable for the development of land.

**ITEM 13-05-04**

Estate of Mary T. MAIS Subdivision  
Parish of St. Andrews, Charlotte County  
PID #15053143

**Decision Required**

Consideration of the creation of two lots on a 20-metre wide private right-of-way.

**Discussion**

As the lots are suitable for the purpose intended and as the proposed subdivision has received favourable comments for sight distance for the access, Staff recommends that the PRAC of Southwest New Brunswick Service Commission approve lots 13-01 & 13-02 on a 20-metre wide private right-of-way subject to:

- a) the final plan of subdivision being stamped with the "Private Right-of-Way" note;
- b) right-of-way agreement to cross lot 13-2 being presented with the final plan of subdivision; and
- c) the 30-metre buffer from St. Croix River being shown on, and the following statement being added to, the final plan: "This area is subject to Regulation 90-80 – *Watercourse and Wetland Alteration Regulation – Clean Water Act.*"

**Decision**

It was moved by Vern Faulkner and seconded by Brian Cornish that the PRAC of Southwest New Brunswick Service Commission approves the private right-of-way as being suitable for the development of land subject to the final plan of subdivision being stamped with the "Private Right-of-Way" note; right-of-way agreement to cross lot 13-02 being presented with the final plan of subdivision; and the 30-metre buffer from St. Croix River being shown on, and the following statement being added to, the final plan: "This area is subject to Regulation 90-80 – *Watercourse and Wetland Alteration Regulation – Clean Water Act.*"

Motion Carried.

**Legal Authority for Decision**

Subsection 6(1) - *Provincial Subdivision Regulation* - Every lot, block and other parcel of land in a proposed subdivision shall abut (a) a street owned by the Crown, (b) such other access as may be approved by the Commission as being advisable for the development of land.

**ITEM 13-05-05**

**Brian & Sheila KERR Subdivision – Re-application  
Parish of St. Croix, Charlotte County  
PID #01234830**

**Decision Required**

Consideration of the creation of lots 1 through 5 on a 20-metre wide private right-of-way.

**Discussion**

As the lots are suitable for the purpose intended, and as the subdivision has received favourable comments from the appropriate departments, Staff recommends that the PRAC of Southwest New Brunswick Service Commission approve lots 1 through 5 on a 20-metre private right-of-way subject to:

- a) the 20-metre wide private right-of-way being shown as part of the remnant property;
- b) the final plan of subdivision being stamped with the “Private Right-of-Way” note; and
- c) the 30-metre buffer from the St. Croix River being shown on, and the following statement being added to, the final plan: “This area is subject to Regulation 90-80 – *Watercourse and Wetland Alteration Regulation – Clean Water Act.*”

**Decision**

It was moved by Brian Cornish and seconded by Nick Cleghorn that the PRAC of Southwest New Brunswick Service Commission approves the private right-of-way as being suitable for the development of land subject to the 20-metre wide private right-of-way being shown as part of the remnant property; the final plan of subdivision being stamped with the “Private Right-of-Way” note; and the 30-metre buffer from St. Croix River being shown on, and the following statement being added to, the final plan: “This area is subject to Regulation 90-80 – *Watercourse and Wetland Alteration Regulation – Clean Water Act.*”

Motion Carried.

**Legal Authority for Decision**

Subsection 6(1) - *Provincial Subdivision Regulation* - Every lot, block and other parcel of land in a proposed subdivision shall abut (a) a street owned by the Crown, (b) such other access as may be approved by the Commission as being advisable for the development of land.

**CRINS MEMBERSHIP**

The planning director gave an overview of the CRINS (Canadian Radiocommunications Information and Notification Service) membership request. He explained that the predecessor on the planning side of the SNBSC was the Rural Planning District Commission and they had

been members. Now that the group has separated into three different units each Commission (RSC 9, RSC 10 & RSC 11) had to re-establish their membership should they wish to avail themselves of the CRINS service. The other RSC's have just re-confirmed their memberships. Dan also relayed a conversation he had with the City of Fredericton's planning group which suggested that they found the service very helpful.

The group discussed the pros and cons of membership and the relative impact that any land use authority would have over what is largely a federal government process led by Industry Canada and the CRTC.

It was moved by Vern Faulkner and seconded by Brian Cornish that the PRAC of Southwest New Brunswick Service Commission recommends to the board that the SNBSC become members of CRINS and appoint an advisor.

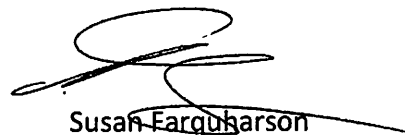
Motion Carried.

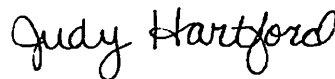
#### **PRAC BY-LAW REVIEW**

The PRAC by-laws will be reviewed at the next regularly scheduled meeting to address process issues raised by the committee. Chair, Susan Farquharson outlined the process for changing the PRAC by-laws and how this may be necessary as time goes on in order to allow the committee to operate effectively. She encouraged all PRAC members to review the current by-laws and to be prepared to provide recommendations at the June meeting.

#### **ADJOURNMENT OF MEETING**

It was moved by Vern Faulkner that the meeting be adjourned at 7pm.

  
Susan Farquharson  
Chairperson

  
Judy Hartford  
Recording Secretary

The next regularly scheduled meeting for the PRAC of the Southwest New Brunswick Service Commission will take place on June 11, 2013, at the Hemlock Knoll Office Building, Lawrence Station.

# *Committee Report*

## *Community Policing committee*

### *SWNBSC*

The first meeting of the SNB Community Policing committee was held on May 16<sup>th</sup> at the Bayside Community Hall. Nine communities were represented by 14 persons in attendance including Sgt. Bob MacKnight of the RCMP and Frank Tenhave, executive directors.

Communities represented were:

|                          |                           |                                      |
|--------------------------|---------------------------|--------------------------------------|
| Town of St. Stephen      | LSD of St. Patrick        | Town of St. Andrews                  |
| LSD of Western Charlotte | Village of Blacks Harbour | Parish of Pennfield                  |
| Village of McAdam        | LSD _____                 | Rural Community of Campobello Island |

The committee got off to a great start with healthy discussion, review of mandate and terms of reference and an informative question/answer period.

Election of an executive committee results were:

Garry Christie and Frank Carroll elected Co-chairs  
Pat Dodd and Ellamae Hanley members at large the executive committee.

The next meeting will be held on June 13, 2013, 6:30PM at the Bayside Community hall. A second letter will be sent out to all communities encouraging their participation.

Respectfully Submitted,

Gary Christie, Frank Carroll

## SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

### Finance and Budget Committee Meeting Summary

Tuesday, May 21, 2013

Meeting was called to order 6:30 pm

Carla stepped down as chair to allow John Quartermain the position so he could also help out with the Audit Committee. John and Darrell Weare will now co-chair the finance and budget committee. Carla will be taking notes for the meeting summary report. Based on the agenda provided by the ED the following were discussed;

- 1) Technology; Progress on our website has been going slow however we now have a temporary website up and running ; [www.snbisc.ca](http://www.snbisc.ca) . This will be improved upon in the near future but right now it has a lot of information posted; Acts, Regulations, by-laws. Minutes, etc.
- 2) Technology; The current state of IT hardware and systems was evaluated by a local IT specialist. He recommended extensive upgrades to meet current and future needs. This item was tabled pending the outcome of the 2014 budget process.
- 3) Darrell gave a brief presentation on the financial situation based on the information he had currently. He indicated that there is a need for more research into the details of the accounting system that applies to regional service commissions and how it impacts our numbers.
- 4) A possible alternative (lower cost) method of having janitorial services was discussed. The Executive Director will review further alternatives that could work.
- 5) The wage scale and filling of the Office Administrator position was tabled pending the outcome of the 2014 budgeting process.
- 6) The possible increase in the level/amount of liability insurance was discussed at length. As a result the F&B Committee is recommending to the Board that the level of coverage be increased from the current \$5 million to \$20 million at an additional annual cost of \$3000.00. A motion to this effect will be requested.
- 7) The need and potential cost of hiring an outside consultant to assist in the cost review was viewed as no longer necessary at this point. Other resources from within the Board and staff may be able to provide this assistance.

The next meeting of the F&B Committee will be June 5<sup>th</sup> at the Landfill from 1 pm to 4 pm. This meeting will immediately follow the full Board and Alternates tour of the facility and information session that morning (now scheduled for 10 am till 12 noon). A light lunch will be provided to all that there for the morning session and interested Board members are welcome to sit in/observe the afternoon's work of the F&B Committee.

Meeting adjourned 7:57

Carla Brown

# Southwest New Brunswick Service Commission

Apr-13

|  | 2013 BUDGET | APRIL, 2013 BUDGET | APRIL, 2013 ACTUAL |
|--|-------------|--------------------|--------------------|
|--|-------------|--------------------|--------------------|

## SNBSC TOTALS

|                |           |           |           |
|----------------|-----------|-----------|-----------|
| TOTAL REVENUE  | 4,318,508 | 1,439,503 | 1,593,163 |
|                |           |           |           |
| TOTAL EXPENSES | 4,076,505 | 1,358,835 | 694,692   |
|                |           |           |           |
| NET TOTAL      | 242,003   | 80,668    | 898,471   |

## CORPORATE

|                |         |         |         |
|----------------|---------|---------|---------|
| TOTAL REVENUE  | 302,503 | 100,834 | 104,835 |
|                |         |         |         |
| TOTAL EXPENSES | 302,504 | 100,835 | 46,867  |
|                |         |         |         |
| NET TOTAL      | -1      | 0       | 57,968  |

## SOLID WASTE

|                |           |           |           |
|----------------|-----------|-----------|-----------|
| TOTAL REVENUE  | 3,714,991 | 1,238,330 | 1,322,065 |
|                |           |           |           |
| TOTAL EXPENSES | 3,492,997 | 1,164,332 | 602,955   |
|                |           |           |           |
| NET TOTAL      | 221,994   | 73,998    | 719,110   |

## PLANNING

|                |         |         |         |
|----------------|---------|---------|---------|
| TOTAL REVENUE  | 301,014 | 100,338 | 166,263 |
|                |         |         |         |
| TOTAL EXPENSES | 281,004 | 93,668  | 44,870  |
|                |         |         |         |
| NET TOTAL      | 20,010  | 6,670   | 121,393 |

### Planning April 2013

|                                                       | 2013 BUDGET    | April Budget  | April Actual  | VARIANCE      |
|-------------------------------------------------------|----------------|---------------|---------------|---------------|
| <b>REVENUE</b>                                        |                |               |               |               |
| Contribution from Participating Communities           | 254,214        | 84,738        |               | 84,738        |
| Planning Fees                                         | 10,000         | 3,333         |               | 3,333         |
| Previous Year's Surplus                               | 36,800         | 12,267        |               | 12,267        |
|                                                       | 301,014        | 100,338       | 166,263       | 100,338       |
| <b>EXPENDITURES</b>                                   |                |               |               |               |
| Advertising & Public Notices                          | 4,000          | 1,333         | 85            | 1,248         |
| Bank Charges                                          | 2,000          | 667           | 911           | -244          |
| Clothing Allowance                                    | 250            | 83            |               | 83            |
| Contracted Services                                   | 4,000          | 1,333         |               | 1,333         |
| Equipment (computer, copier, etc) lease               | 2,000          | 667           |               | 667           |
| Equipment Maintenance                                 | 2,000          | 667           |               | 667           |
| Equipment Purchases                                   | 2,500          | 833           |               | 833           |
| Furniture                                             | 1,500          | 500           |               | 500           |
| General Office (copying, printing, etc.)              | 2,500          | 833           |               | 833           |
| GIS Contract Services                                 | 3,000          | 1,000         |               | 1,000         |
| Insurance                                             | 5,000          | 1,667         |               | 1,667         |
| Maps & Planet Services                                | 4,000          | 1,333         |               | 1,333         |
| Memberships                                           | 1,500          | 500           |               | 500           |
| Miscellaneous                                         | 500            | 167           | 305           | -138          |
| Planning Review and Adjustment Committee -Honourarium | 6,000          | 2,000         |               | 2,000         |
| Planning Review and Adjustment Committee -Travel      | 2,000          | 667           |               | 667           |
| Professional Services                                 | 5,000          | 1,667         |               | 1,667         |
| Postage & Courier                                     | 1,500          | 500           |               | 500           |
| Public Education & Communications                     | 4,000          | 1,333         |               | 1,333         |
| Registrations                                         | 500            | 167           |               | 167           |
| Rent RSC 11                                           | 15,000         | 5,000         | 3,739         | 1,261         |
| Salaries & Benefits                                   |                |               |               |               |
| Salaries                                              | 152,516        | 50,839        | 38,410        | 12,429        |
| CPP                                                   | 7,061          | 2,354         |               | 2,354         |
| EI                                                    | 3,904          | 1,301         |               | 1,301         |
| WorkSafe                                              | 1,000          | 333           |               | 333           |
| Health                                                | 10,371         | 3,457         |               | 3,457         |
| RSP                                                   | 9,151          | 3,050         |               | 3,050         |
| Software                                              | 1,500          | 500           |               | 500           |
| Subscriptions                                         | 250            | 83            |               | 83            |
| Supplies                                              | 2,500          | 833           | 628           | 205           |
| Telephone                                             | 4,000          | 1,333         |               | 1,333         |
| Training & Development                                | 10,000         | 3,333         |               | 3,333         |
| Travel ( Staff-Local)                                 | 10,000         | 3,333         | 792           | 2,541         |
| <b>Total</b>                                          | <b>281,004</b> | <b>93,668</b> | <b>44,870</b> | <b>48,798</b> |

### Corporate Services April 2013

|                                       | 2013 BUDGET    | April Budget   | April Actual   | VARIANCE      |
|---------------------------------------|----------------|----------------|----------------|---------------|
| <b>REVENUE</b>                        |                |                |                |               |
| Allocation from:                      |                |                |                |               |
| ative and Regional Planning Services  | 60,501         | 20,167         | 20167.00       | 0             |
| Solid Waste Services                  | 221,993        | 73,998         | 73998.00       | 0             |
| Local Planning Services               | 20,010         | 6,670          | 6670.00        | 0             |
| Special Projects                      | 0              | 0              | 4000.00        | -4,000        |
| Other Shared Services                 | 0              | 0              |                | 0             |
| <b>TOTAL</b>                          | <b>302,503</b> | <b>100,834</b> | <b>104,835</b> | <b>-4,001</b> |
| <b>EXPENDITURES</b>                   |                |                |                |               |
| Advertising (notice of meetings etc.) | 3,000          | 1,000          | 868.00         | 132           |
| Audit Fees                            | 6,000          | 2,000          |                | 2,000         |
| Bank Charges                          | 500            | 167            |                | 167           |
| Board Expenses                        | 36,280         | 12,093         | 6380.00        | 5,713         |
| Information Technology                | 4,480          | 1,493          |                | 1,493         |
| Administrative Support)               | 135,000        | 45,000         | 32025.00       | 12,975        |
| CPP                                   | 6,251          | 2,084          |                | 2,084         |
| EI                                    | 3,456          | 1,152          |                | 1,152         |
| WorkSafe                              | 1,000          | 333            |                | 333           |
| Health Benefits                       | 8,438          | 2,813          |                | 2,813         |
| RSP Contribution @ 6% of Salary       | 8,100          | 2,700          | 891.00         | 1,809         |
| Equipment Lease                       | 1,000          | 333            |                | 333           |
| Equipment Purchase                    | 8,000          | 2,667          |                | 2,667         |
| Equipment Maintenance                 | 500            | 167            |                | 167           |
| Furniture                             | 4,000          | 1,333          |                | 1,333         |
| Insurance                             | 6,000          | 2,000          |                | 2,000         |
| Legal Fees                            | 5,000          | 1,667          |                | 1,667         |
| General Office                        | 4,500          | 1,500          |                | 1,500         |
| Memberships                           | 1,000          | 333            |                | 333           |
| Miscellaneous                         | 2,500          | 833            | 600.00         | 233           |
| Postage & Courier                     | 1,000          | 333            |                | 333           |
| Professional Services                 | 20,000         | 6,667          |                | 6,667         |
| Rent                                  | 7,500          | 2,500          | 4000.00        | -1,500        |
| Software                              | 3,000          | 1,000          |                | 1,000         |
| Subscriptions                         | 500            | 167            |                | 167           |
| Supplies                              | 4,500          | 1,500          | 1585.00        | -85           |
| Telephone                             | 2,000          | 667            | 387.00         | 280           |
| Hydro                                 | 3,000          | 1,000          |                | 1,000         |
| Training & Conferences (Staff)        | 5,000          | 1,667          |                | 1,667         |
| Staff Travel                          | 7,000          | 2,333          | 131.00         | 2,202         |
| Development                           | 4,000          | 1,333          |                | 1,333         |
| <b>TOTAL</b>                          | <b>302,504</b> | <b>100,835</b> | <b>46,867</b>  | <b>53,968</b> |

### Region 10 Solid Waste Budget April 2013

|                                        | 2013 BUDGET      | April Budget     | April Actual     | VARIANCE       |
|----------------------------------------|------------------|------------------|------------------|----------------|
| <b>REVENUE</b>                         |                  |                  |                  |                |
| Municipalities                         | 295,000          | 98,333           | 89,454           | 8,879          |
| LSD's                                  | 440,000          | 146,667          | 149,464          | -2,797         |
| Valley Solid Waste                     | 510,000          | 170,000          | 279,330          | -109,330       |
| Washington County                      | 561,000          | 187,000          | 168,528          | 18,472         |
| Commercial                             | 750,000          | 250,000          | 250,379          | -379           |
| Construction Waste                     | 92,135           | 30,712           | 36,903           | -6,191         |
| Other (grants, cover)                  | 55,000           | 18,333           | 33,213           | -14,880        |
| 2011 Accumulated Surplus               | 626,856          | 208,952          | 208,952          | 0              |
| Recycling                              | 385,000          | 128,333          | 105,842          | 22,491         |
| <b>TOTAL</b>                           | <b>3,714,991</b> | <b>1,238,330</b> | <b>1,322,065</b> | <b>-83,735</b> |
| <b>EXPENSES</b>                        |                  |                  |                  |                |
| <b>ADMINISTRATIVE</b>                  |                  |                  |                  |                |
| Staff Expense                          | 1,216,829        | 405,610          | 363,093          | 42,517         |
| Public Education & Communications      | 61,462           | 20,487           | 152              | 20,335         |
| Insurance                              | 75,000           | 25,000           | 13,258           | 11,742         |
| Office & Supplies                      | 22,000           | 7,333            | 4,456            | 2,877          |
| Taxes                                  | 50,000           | 16,667           | 55,443           | -38,776        |
| Telephone                              | 14,000           | 4,667            | 4,318            | 349            |
| Professional Fees (legal/accounting)   | 22,000           | 7,333            | 546              | 6,787          |
| Closure Fund                           | 90,000           | 30,000           |                  | 30,000         |
| Training & Education                   | 30,700           | 10,233           | 1,422            | 8,811          |
| Committee Expense                      | 10,000           | 3,333            | 1,671            | 1,662          |
| Miscellaneous (Bank Charges)           | 12,000           | 4,000            | 1,179            | 2,821          |
| <b>Sub Total</b>                       | <b>1,603,991</b> | <b>534,664</b>   | <b>445,538</b>   | <b>89,126</b>  |
| <b>OPERATIONAL</b>                     |                  |                  |                  |                |
| Equipment                              | 215,000          | 71,667           | 59,899           | 11,768         |
| Fuel                                   | 175,000          | 58,333           | 60,334           | -2,001         |
| Site Maintenance                       | 150,000          | 50,000           | 4,915            | 45,085         |
| Technical Services                     | 125,000          | 41,667           | 14,072           | 27,595         |
| Shop & Supplies                        | 31,000           | 10,333           | 12,922           | -2,589         |
| White Goods Program                    | 40,000           | 13,333           | 255              | 13,078         |
| Landfill Gas Program                   | 32,000           | 10,667           | 4,299            | 6,368          |
| Safety Program                         | 26,000           | 8,667            | 4,875            | 3,792          |
| Electrical                             | 92,000           | 30,667           | 28,813           | 1,854          |
| Waste Reduction                        | 525,000          | 175,000          | 191,209          | -16,209        |
| Capital Projects 2013 (from operating) | 478,006          | 159,335          | 6,247            | 153,088        |
| <b>Sub Total</b>                       | <b>1,889,006</b> | <b>629,669</b>   | <b>157,417</b>   | <b>472,252</b> |
| <b>TOTAL</b>                           | <b>3,492,997</b> | <b>1,164,332</b> | <b>602,955</b>   | <b>561,377</b> |

## **Audit Committee Report – May, 2013-05-23**

The audit committee did not meet in the past month. We have received the “draft” financial statements and forwarded to Fredericton ELG ( S. Jessop-Roach ). She advised that she wanted to review same prior to them being officially released.

We still have nothing on the Rural Planning audit. This is being conducted under the supervision of ELG and the Fredericton RSC. There is not much we can do to speed up the process, as frustrating as it has proved to be.

Respectfully

Darrell Weare, Committee Member