

**Southwest New Brunswick Service Commission
Board Meeting
Minutes**

June 27, 2013

**The Historic McAdam Railway Station
Meeting Room, 1st Floor
McAdam, NB**

Minutes of the meeting of the Board of Directors of Southwest New Brunswick Service Commission held on Thursday, June 27, 2013 at 6:00 p.m. at the Historic Railway Station, McAdam, NB.

IN ATTENDANCE

BOARD MEMBERS

Daniel Dow, Chairperson
Frank Carroll, Vice-Chairperson
Carla Brown
Garry Christie
Vern Faulkner
Winston Gamblin
Stan Choptiany
Frank McCallum
John Quartermain
Darrell Weare
Nick Cleghorn
Terry James
Susan Farquharson
Daniel Henry
Patt Dodd

OTHERS

Frank Tenhave, Executive Director SNBSC
Dianne Orr, Contracted Assistant
Chris Hand, EMO
Jason Cooling, EMO
John Landry, C.A., SWSWC Auditor, with Teed, Saunders, Doyle
Dan Harrington, Director of Solid Waste and Planning Divisions, SNBSC
Frank Godsoe, C.A. former SWSWC Board and its Finance Committee Member

PUBLIC

Four persons from the general public attended.

Call to order and Chairperson's Opening Remarks

The meeting of the Southwest Service Commission was called to order at 6:10 p.m. by the Chairperson, D. Dow. The Chair made opening remarks thanking F. Carroll for the delicious meal served, and the impressive venue for the meeting. The Chair also welcomed guests to the meeting for coming to make their presentations.

1. PRESENTATION ON EMO PLANNING IN THE SNBSC REGION

Jason Cooling gave a Power Point Presentation with regard to the structure of the EMO within the SNBSC. Occasionally Chris Hand, also with EMO, clarified a few points as the presentation proceeded. Both Chris and Jason gave answers to those questions that arose during and after the presentation. After the presentation and questions came to an end, they left the meeting.

2. PRESENTATION ON PAST FINANCIAL MANAGEMENT OF THE SOLID WASTE FACILITY

John Landry, C.A., from the accounting firm Teed, Saunders, Doyle (our current Auditors and Auditors for the former SWSWC) took the lead in speaking with regard to the budget and reporting processes used in the past by the former SWSWC. He indicated that they recommended a reporting approach that they felt was a better fit to the solid waste business and the Board of the day followed that approach. There was additional input from Frank Godsoe, C.A., a former member of the Board of the SWSWC and member of its Finance Committee, as well as from Dan Harrington, the General Manager of the former SWSWC, as John went through his remarks. There were differences of opinion expressed among all present about the current situation, how past practices should be viewed and interpreted, and how best to go forward. When the presentation and questions were finished, these three people left the meeting.

3. REVIEW AND APPROVAL OF MINUTES

The minutes of the last meeting of the Board of Directors held on May 24th, 2013 were circulated prior to the meeting via e-mail for all to read and were in Board member folders. The chair asked those present if they had reviewed them and were prepared to accept them. The incorrect spelling of Manner Sutton was noted by one Board member.

- 13-82** It was moved by V. Faulkner, seconded by G. Christie that the minutes be accepted with the revision. **CARRIED**

3. a APPROVAL OF AGENDA

The Chair asked if there were any additions to the agenda. Two additions were requested by a Board member, which were added;
Agenda Item 25; Procedural By-Law Review and Adjustment
Agenda Item 25 (a) Special (AGM) Board Meeting and Financial Officer

- 13-83** It was moved by P. Dodd, seconded by F. Carroll that the agenda be accepted with the two additions. **CARRIED.**

CONFLICT OF INTEREST DECLARATIONS

The Chair asked whether there were any conflicts of interest to be declared and none were brought forth.

5. EXECUTIVE DIRECTOR'S REPORT

The Executive Director referred the Board to the report included in the member's folder and which had been circulated via e-mail previously. He reported on the process of obtaining legal counsel for the Commission. Due to some concerns being raised about the hiring process it was suggested that this matter be researched and for it to be added to the agenda at the next meeting.

- 13-84** It was moved by D. Henry, seconded by T. James that this item be included on the agenda for the next meeting. **CARRIED**

The Executive Director made mention of the Governance Training, scheduled for Tuesday, July 2, as being something he recommended be attended by as many Board Members as are able, as it would be extremely beneficial to them as members of the Board. There were questions raised about this training / schedule

and he briefly outlined the history of trying to set such training up over the past 5 months and he indicated that this was the soonest date/time under the circumstances.

He also recommended that a part-time CA be hired to assist in the budget preparation, given the short timeframe for having the budget completed and approved. He also made mention of the importance of the planning component of our mandate.

13-85 It was moved by D. Henry, seconded by N. Cleghorn that the report be accepted as read. **CARRIED**

6. EXECUTIVE COMMITTEE

D. Dow read the Executive Committee Report describing the continuing work being done. The subject of conference call participation during the Special Board meeting was raised and discussed. He indicated that this issue has been brought to Aliant, and they had been asked to supply information about the conference call...

13-86 It was moved by T. James, seconded by N. Cleghorn that the Report be accepted as read. **CARRIED**

7. PRAC COMMITTEE REPORT

S. Farquharson reported that the PRAC has met monthly since April and has been reviewing by-laws, and have made recommendations in this regard – she referenced her written report which outlined the specific changes to the PRAC by-laws that the PRAC is recommending the Board approve. It was also reported that, due to a resignation, an opening was now available on the committee. She highlighted a few items of interest and changes reported were: staggered terms, overview of responsibilities, Robert's Rules of Order will be used to help manage the meetings, Four day notice of relevant material, and that all PRAC information will be made public after approval.

13-87 It was moved by P Dodd, seconded by N. Cleghorn that the report be accepted as read with the changes to the PRAC by-laws to be made as recommended in the report. **CARRIED.**

8. COMMUNITY POLICING COMMITTEE REPORT

The CPC Report was given by G. Christie / F. Carroll and their written report was referred to in the Board member folders and previously circulated via e-mail. Of particular note in the report was that Mike O'Malley, Supt for RCMP responsible for the third of the province that SNBSC is in, be invited to either the July or August Board meeting to present information about the new structure and delivery of policing services. No decision or consensus on this was apparent so this issue was not acted on.

With regard to advertising a notice of meetings, the report suggested that ads will be placed in the St. Croix Courier, Harvey Lion News, and McAdam Lions News prior to the five scheduled meetings at the expense of the SNBSC. During the discussion of this item there appeared to be a consensus of support to do this.

It should be noted that during this discussion V. Faulkner excused himself from the table due to a conflict of interest, and he returned to the meeting when this discussion was completed.

- 13-88** It was moved by S. Choptiany, seconded by N. Cleghorn that the report be accepted as read. **CARRIED.**

9. FINANCE AND BUDGET COMMITTEE

D. Weare reported that a Special meeting was held with a wide range of persons present to discuss the financial situation at the solid waste landfill. It was reported that to help balance the numbers this current fiscal year, no capital projects would take place and operational spending should be minimized. Further, there needs to be a concerted effort put forth in order to find more ways to cut expenses and balance the budget. Concern was raised about ongoing deficits at the landfill and the need to bring the situation under control immediately. The report indicated that the Board thoroughly discuss these important matters, and, due to various issues, the Chair requested a special meeting.

- 13-89** It was moved by T. James, seconded by D. Henry that the report be accepted as presented. **CARRIED**

10. AUDIT COMMITTEE

D. Weare reported that the audit statements have not been released at this date. He asked the ED if he had any further information and the ED indicated that when asked at the Budget Training session, the estimated completion date was the end of July. It was suggested that the budget will be completed before any numbers are released, with a possible best date being the end of July, a date which, based on recent history, may not be met either.

- 13-90** It was moved by T. James, and seconded by F. McCallum that the report be accepted as presented. **CARRIED**

- 13.91** It was moved by D. Henry, seconded by T. James that the meeting continue past appointed completion time of 9:30 p.m. **CARRIED.**

22. CHARLOTTE COUNTY BUS SERVICE

S. Choptiany provided a very brief outline of the issue. There is an effort underway to try to get a bus service. Curtis Mallock has been contacted and he informed Stan that he was unable to help at a provincial level. Co-operation in this matter is paramount, and it was suggested that some members meet to work on this task. No motion or consensus was evident at that point.

- 13.92 It was moved by S. Farquharson, seconded by N. Cleghorn that the "Old Business" on the agenda be moved to next meeting. **CARRIED**

25. LOCATION OF NEXT BOARD MEETING

There was a significant discussion of whether there should be Board meetings during July and August. After discussion the consensus was that such meetings were necessary given the need to get the budget and other work completed in a timely fashion. It was also stated that a great deal of preparation was needed to be ready for a proposed Annual General Meeting (AGM) that would be held in September. There was consensus that if the Board was not able to complete the agenda for all of its past meetings then the Board definitely needed to meet during the summer to avoid falling further behind. Further the discussion and consensus was that a more informal meeting structure before Board meetings would be helpful to make things move more quickly through the formal meetings.

- 13-93 It was moved by S. Farquharson, seconded by C. Brown that the First Annual General Meeting be held on September 26, 2013 to present draft budget and reports. 1 opposed -**CARRIED**
- 13-94 It was moved by S. Farquharson, seconded by P. Dodd that the summer meetings occur with informal shortened agenda to address issues for the fall meeting. **CARRIED**
- 13-95 It was moved by T. James, seconded by D. Henry that "New Business" on the agenda be moved to the next meeting. **CARRIED**

LOCATION AND DATE OF NEXT BOARD MEETING

After discussion around the table, the group decided that the next Board meeting will be held in Beaver Harbour on July 25, 2013 at 6 p.m. The exact location would be researched and announced ASAP.

- 13-96 It was moved by J. Quartermain, and seconded by F. McCallum, that the Board move to the closed session without a break.

Thus concluded the public Board meeting at approximately 10:00 p.m..

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

JUNE 27, 2013 BOARD MEETING

EXECUTIVE DIRECTORS REPORT

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

Corporate;

- Work is continuing on the website as staff time allows and further information is being added; www.snbsc.ca. Getting the intranet in place is still a priority but it too is delayed due to a lack of staff resources and in-house IT skills.
- The operation has just switched on to a superior internet platform that should meet our requirements but as expected there are some glitches, particularly with the e-mail system. Training is being planned for the earliest possible date.
- Outside janitorial services were terminated, and a new system is being tested i.e. that work has now been distributed to all employees in all buildings at the landfill site. Everyone is doing a share and taking a turn. The relative cost effectiveness of this is being evaluated.
- A first CAOs Roundtable was organized and had 6 CAOs participate. A variety of issues were discussed, including the budget process and its impacts. The group saw value in this forum and another meeting is planned for the fall.
- There were 2 responses to the call for Expressions of Interest for providing the legal services that this commission will need. While both made strong cases for their firm, the submission by McInnes Cooper (James Mosher) offered the best long term legal depth required to deal with the variety of services this commission would be taking on. I have informed that firm that it has been selected.
- Staff received the first training on the Right to Information and Protection of Privacy Act (RTIPPA) – a 2 hour general session given by Ian Walsh, the province's Chief Access and Privacy Officer. Copies of his PPT presentations used in the training are in your folders. He is open to and available for 1 hour introductory training presentations to the Board on this subject.

Solid Waste Division;

- On the morning of June 5th a tour and information session regarding the solid waste facility was held for Board members and Alternates. About half were able to attend.
- That afternoon, in the Boardroom of the solid waste office building, there was a combined Finance & Budget Committee / Audit Committee meeting, with all interested Board members invited to stay and discuss the issues. Of particular note was a discussion of the preliminary audit results of the solid waste division and how those might be addressed. A variety of points of view were expressed.
- The past accounting and reporting system of the solid waste facility has become a major source of controversy within the Board and is contributing significantly to an already fractious Board. This situation makes progress very difficult.
- (As Executive Director, I highly recommend that the Board consider hiring a facilitator to come in, provide advisory services, and play a mediation role to the Board. Further I would, again, strongly encourage every Board member and Alternate to take the **Governance Training that we have scheduled at the New Maryland Centre in New Maryland at 6:00 p.m. on the evening of Tuesday, July 2nd**. I strongly believe that once those that have had little experience serving on a Board has had a chance to get this training, they will be in a much stronger position to help ensure that this Board operates smoothly and as intended.)

Planning Division;

- Our Planning Director attended another provincial planning meetings hosted by the Dept. of Environment and Local Government (ELG).
- One item of concern that will be early on the agenda of the Planning Management Committee is related to the provincial building inspection system. In brief, the building code is going to become more stringent and the level and amount of inspection more demanding and costly.
- Training building inspectors to the appropriate level will be a priority and this is expected be a time consuming process.
- With our building inspector in his early 60s, we have begun work to identify potential employees that could enter the training program while still doing their current jobs. The goal is to have at least one fully trained building inspector ready to go should our current inspector retire or stop working for whatever reason.
- The regional planning approach that the province wants to pursue is still a work in progress so little activity on that front is expected soon.

The Monthly meeting of the Department of Environment and Local Government and 12 RSC Executive Directors (ELG/RSCs Meeting) was held during the last week of May (after our Board meeting) and some of the key points coming out of that are;

- 1) ELG would like to see the LSMs play a more active role with the RSCs. As an example, in most regions the LSM works closely with the ED and does the contacting of Alternates if an LSD rep. cannot attend a Board meeting.
- 2) ELG is developing a manual or guide for RSC Board members, loosely modeled after the manual used by the community economic development agencies.

- 3) ELG has developed a draft flowchart for use in regional (sport, recreation and culture) infrastructure projects
- 4) The solid waste managers will be surveyed concerning the need for an integrated solid waste management strategy for the province for the future.

The board met on Tuesday the 18 of June in a special meeting at the Bayside Hall.
There was 9 directors at the meeting so a quorm was not present.
The Chair asked if everyone wanted to proceed with the bussiness at hand and all agreed to go ahead and hear any presentations and discuss them in an open concept.
Most of the discussions were around the Land fill budgets.
There was also a discussion about the conference call.
That is my report.

PRAC Report for the June 27th, 2013 Meeting of the Regional Service Commission 10

The PRAC has met monthly since April.

As per the PRAC By-Laws the Committee shall provide an annual report summarizing activities at the Annual General Meeting.

Business Arising from June 11th, 2013 Meeting:

PRAC reviewed the By-laws and provided the following recommended amendments:

Page 6: 6.2 - the appointments shall be staggered, with three (3) ...CHANGE TO 50%....appointed for four year terms...and three (3) CHANGE TO 50%...appointed for two year terms DETERMINED BY THE CHAIR.

Page 7: 6.3 – Planning Review and Adjustment Committee members may be appointed for two ...CHANGE TO ONE (1) ADDITIONAL TERM.....

Page 8-9: Inclusion of Attached Details re functions into current table

Page 14: 2.3 – In the absence of the Chairperson and Vice-Chairperson, a Chairperson for that meeting shall be named through a vote...CHANGE TO SIMPLE MAJORITY VOTE....of the members if a quorum is still present.

Page 15: 3.6 - ...Rules of Procedure...CHANGE TO ROBERTS RULES OF PROCEDURE, REVISED...

4.1.1 – deadline for determining the items to be included on the regular meeting agenda....shall be on the second Tuesday of each month....CHANGE TO SECOND FRIDAY OF THE PREVIOUS MONTH.....

Page 16: 4.2 – any relevant materials and staff reports shall be sent....no later than ten (10) days...CHANGE TO FOUR (4) DAYS.....

4.3 – Staff reports associated with each agenda item shall also be available to the public...ADD: ONCE APPROVED BY THE PRAC MEMBERS.

4.9 – shall be made by motion...CHANGE TO SHALL BE MADE BY A MOTION....

Page 21: 7.3 – Annually, the PRAC shall submit a report...CHANGE TO ANNUALLY AT THE ANNUAL GENERAL MEETING.....

8.2: - Where a member misses three (3) consecutive regular meetings...the Chairperson shall advise the SNBSC Board....CHANGE TO THE CHAIRPERSON SHALL DETERMINE THE STATUS OF THE MEMBER AND MAKE A RECOMMENDATION TO THE RSC 10 REGARDING THE SEAT.

- **ALL REFERENCES TO SNBSC BE CHANGED TO RSC 10.**

Page 8: PRAC Functions & Responsibilities:

Overview:

A list of PRAC functions is found on page 8 & 9 of your PRAC By-Law and Operating Procedure Manual.

The actual wording and full reference can be found in the Community Planning Act under the appropriate section # listed by the function.

Some of these items you will be asked to make decisions on more often than others and some rarely or not at all.

Not all of the functions listed are required on every application presented to you. Usually only one or two approvals will be required per application and the application will state the approval being requested.

Some of the approvals being requested will be brought to you by the Development Officer at his/her discretion as the Community Planning Act uses wording "if, in his opinion and in the opinion of the advisory committee" (PRAC).

Functions briefly explained:

The Community Planning Act refers to Advisory Committee in many of the following sections, this is the same as Planning Advisory Committee (PAC), Commission (old Planning Commissions), Planning Review and Adjustment Committee (PRAC).

13(b) This is a very broad statement that in practicality means comments on new By-Laws, By-Law amendments, Re-Zonings, etc.

44(1)(g) The Development Officer sends the tentative subdivision plan to the municipal council, Rural Community Council or the Minister of Department of Transportation and Infrastructure or to the Advisory Committee, whichever one is authorized to assent to the subdivision plans or make comment on it for comments, or to get recommendations on the location of the new street.

The flow chart would look like this, Development Officer sends to DOTI or Council for comments, comments are returned to Development Officer, Development Officer sends to PRAC for their recommendation, Development Officer then sends the PRAC recommendation to Minister of DOTI or Council depending on location of subdivision for assent of the Public Streets, Future Streets, and land for public purposes.

34(3)(g) The Development Officer may send to Advisory Committee (PRAC) for them to prohibit the construction of a building at a location that would otherwise be permitted at the location, if a site is subject to flooding, marshy, excessively steep or otherwise unsuitable to erect a building or structure.

34(3)(h) This section allows Advisory Committee (PRAC) to grant a temporary use up to one year to allow a use on a property that is not permitted, by the zoning document or Rural Plan. Secondly this section also allows the removal of the permitted use at the end of the approved time. Examples; Beer tent, festivals, asphalt plant, a trial period for a new business before going to a full re-zoning. The temporary use may get extended for up to an additional year if the property owner applies for a re-zoning and the rezoning has not been completed within the original one year period.

34(4)(c)(i) This section of the Act is used by the author (planner) of a Rural Plan / Zoning document to permit certain uses in a zone subject to terms and conditions set out by the advisory committee. Some terms may be hours of operation, # of staff, buffering, parking spaces, etc.

This section can be used to give a community, in the process of developing a Rural Plan, a level of comfort to permit a use that they may have otherwise required a rezoning for.

35(1)(a) A Rural Plan or Zoning document will list permitted uses within each zone that are allowed. To avoid long lists or to address technology and community attitude changes, this section allows the advisory committee (PRAC) to permit uses that may not be listed, but are similar to OR compatible with permitted uses in the zone.

35(1)(b) May grant a variance to a zoning by-law or Rural Plan for anything listed in section 34(3)(a) of the Community Planning Act, as long as it is in keeping with the general intent of the By-Law. (Lot size and dimensions, building size, location, height, size of yards, etc.

40(2)(a) A non-conforming use is a legal use that existed before a zoning document / Rural Plan came into effect but is not permitted as a use in the new document as a right, this is sometimes called grandfathering. As long as the non-conforming use is not stopped for more than 10 months then it can continue indefinitely.

Should the non-conforming use stop for more than 10 consecutive months they may apply to the Advisory Committee (PRAC) to have the non-conforming use time extended.

Example a pulp mill is a non-conforming use and closes operation in December 2010 a new owner purchases the property in November 2012. The new owner could apply to have the non-conforming use extended to 23 months from 10 months to permit the reopening and operation of the pulp mill.

40(2)(b) Should a non-conforming building be destroyed more than 50% exclusive of the foundation it would lose its non-conforming rights unless the Advisory Committee (PRAC) agree to allow it to rebuild. The Development Officer in conjunction with the Building Inspector would make the determination if it was damaged more than 50% before sending it to PRAC. An example would be a old house that was too close to a side line and after the damage must now meet the setback requirements unless PRAC agrees to the request.

40(3) Should the owner of a building that contained a non-conforming use expand the size of the building, the non-conforming use could not expand into the new part of the building unless consent of the Advisory Committee (PRAC) has been given.

42(3)(c) It is the Development Officer that approves lots and he / she can approve lots on "Public Streets". He / she cannot approve lots on other types of "Access" until the other "Access" is approved by the Advisory Committee (PRAC) as being suitable for the development of the land. Other "Access" means private access, right of way, water access, etc.

42(3)(k)(i) This section only comes to the Advisory Committee when the Development Officer is of the opinion that the land is not suited for the purpose intended or the proposed lots to be created will not be used in a reasonable time period after they are approved.

This does not happen very often. It requires both the Development Officer and the Advisory Committee to agree that the land is not suited for the purpose intended. If only one feels they are not suited, then the lots can be approved.

42(3)(k)(ii) When we subdivide land we must leave "Future Streets" to adjacent properties to allow for the convenient subdivision of adjoining land, no reserve strips. Some land owners do not want to do this as it is seen as helping the competition, or they are not getting paid for their land. But most comply with this requirement before it ever gets to the Advisory Committee to make a decision.

42(3)(1) You as the Advisory Committee (PRAC) do not to actually choose names for subdivision streets. The naming of streets is something that works similar to the laying out of "Public Streets". Street names are subject to 911, DOTI and/or Council approval. This section only applies if the authority is given to PRAC in the subdivision by-law.

46(1)(a) The Advisory Committee (PRAC) may permit such variances from the subdivision by-law as in its opinion is desirable for development of the subdivision. Example-cross streets are to be spaced to create block lengths of 240 metres or less. This is not practical in rural subdivision as this would place cross streets every 4 lots, typically cross streets would be 8-10 lots apart or more.

46(2) This section gives authority for the Development officer or Advisory Committee (PRAC) to give notice to neighboring land owners when a proposed subdivision is requesting a variance from the subdivision by-law. The word here is MAY, not SHALL give notice.

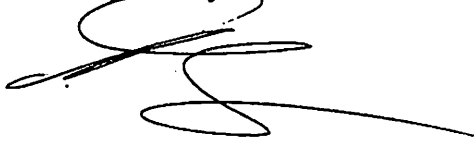
48(3) The Development Officer cannot alone refuse to grant an exemption requested under section 48(1) of the Community Planning Act. The Advisory Committee (PRAC) must agree that the requested exemption is undesirable for the land or neighboring land, or is not in accord with the intent of the Act.

52(7) The naming of streets in a subdivision subject to Council or Rural Community Council approval is to be in consultation with the Advisory Committee (PRAC). Similar to 42(3)(1) a group effort. PRAC gives a recommendation to Council on the proposed name.

56(2) Assent of new "Public Streets" in a municipality or land for public purposes (cash in lieu) shall not be assented to by council until the Advisory Committee (PRAC) recommends the location of the streets to council. Alternatively a majority of the whole of council can reject the location of the proposed streets.

66(1)(a) Municipal Council is required to request in writing from the Advisory Committee (PRAC) written views on any By-Law in respect to which the Advisory Committee (PRAC) views have not been previously given in any of the above sections.

Respectfully Submitted on Behalf of the PRAC

A handwritten signature in black ink, appearing to be 'Susan Farquharson', written over a horizontal line.

Susan Farquharson, Chair

Report of Community Policing Committee Meeting held on June 19, 2013

To: Board of Directors

SNBSC – dated June 27, 2013

An informative presentation was provided to the members in attendance by Heather Brander, Manager - Dept. of Public Safety: Policing Contracts and Support Unit to Corporate Services and Planning Section.

A lengthy discussion was held on:

1. New Cost-Sharing Model for Provincial RCMP Policing
2. Impacts of New Cost-Sharing Model
3. RSC 10 Cost Distribution
4. Assessments and Community Funding
5. Continuity of Service

The next meeting will be held at the Bayside Community Hall on September 12, 2013 at which time establishing priorities will be considered.

Action Items: Recommendations to SNBSC (RSC10)

1. that Mike O'Malley, Supt. RCMP – District Policing Officer West be invited to present information on the new structure and delivery of policing services to RSC10 at a meeting of the SNBSC as soon as possible, and that all members of the CPC (to date) be also invited to attend.
2. That SNBSC provide funding for a Notice of Meeting to be placed in The St. Croix Courier, Harvey Lion News and McAdam Lions News prior to each of the CPC meetings to be held. (5 meetings per calendar year)
September 12, November 14, 2013
January 9, March 13, May 8, 2014
3. Action Item recommended by co-Chairs, CPC.

Whereas at the first meeting of the SNBSC Community Policing Committee held on May 16th, 2013 an Executive Committee was elected in accordance to the governance Procedures established and approved by the Board of Directors of SNBSC and

Whereas all directors of the SNBSC are eligible and invited to be actively engaged as members of the SNBSC Community Policing Committee and

Whereas the original policing committee struck by the Board at a meeting held on January 30, 2013 was established prior to the approval of the Governance Manual for the SNBSC Community Policing Committee which clearly places the original committee in contradiction to policy,

Therefore be it resolved that the original Policing Committee formed on January 30, 2013 be abolished.

Respectfully Submitted,

Gary Christie, Frank Carroll
Co-Chairs
Community Policing Committee

Finance & Budget Committee Report – June 26, 2013.

The Finance & Budget Committee attended a meeting at the Hemlock Knoll Landfill on June 5th, 2013. The meeting was attended by Sandra Jessop-Roach of ELG and John Landry of Teed Saunders and Doyle. Much of the discussion was lead by Sandra. She and John Landry had somewhat animated discussions over what the legislation states with respect to balanced budgets and second previous years' surpluses and deficits and how budgets must be prepared to comply with the law. She had some suggestions on our current budget deficit such as eliminating all capital expenditures and trying to find an additional \$500,000 in additional cost savings in the current year.

Committee members asked questions, made comments and participated to varying degrees in the discussion. Because of the unbalanced budget (large deficit) some thoughts were expressed on getting back onside and this would be a major thrust of the 2014 budget.

Subsequently the Chair of the Commission was requested to call a special meeting and I was asked to make a presentation. I am attaching some of the documents from that presentation.

- a) The first page is the current year's budget adjusted to correct the second previous year surplus to a deficit and showing the actual approved budget. The third column on that page is the current operating budgeted deficit for the current year of \$626,856.
- b) The second page is a compilation of the past 4 years budgeted operating deficits for the respective years.
- c) The third page shows how these projected operating deficits were brought back to a balanced budget in each of the respective years.

Once the Committee has received feedback from the entire Board a workplan will be developed for completing the 2014 budget.

Respectfully

D B Weare, Co-Chair

Region 10 Solid Waste Budget 2013

	2013 BUDGET	CORRECTED BUDGET	CURRENT OPERATING
REVENUE			
Municipalities	295,000	295,000	295,000
LSD's	440,000	440,000	440,000
Valley Solid Waste	510,000	510,000	510,000
Washington County	561,000	561,000	561,000
Commercial	750,000	750,000	750,000
Construction Waste	92,135	92,135	92,135
Other (grants, cover)	55,000	55,000	55,000
2011 Accumulated Surplus (Deficit)	626,856	(1,124,438)	
Recycling	385,000	385,000	385,000
TOTAL	3,714,991	1,963,697	3,088,135
EXPENSES			
ADMINISTRATIVE			
Staff Expense	1,216,829	1,216,829	1,216,829
Public Education & Communications	61,462	61,462	61,462
Insurance	75,000	75,000	75,000
Office & Supplies	22,000	22,000	22,000
Taxes	50,000	50,000	50,000
Telephone	14,000	14,000	14,000
Professional Fees (legal/accounting)	22,000	22,000	22,000
Closure Fund	90,000	90,000	90,000
Training & Education	30,700	30,700	30,700
Committee Expense	10,000	10,000	10,000
Miscellaneous (Bank Charges)	12,000	12,000	12,000
Sub Total	1,603,991	1,603,991	1,603,991
OPERATIONAL			
Equipment	215,000	215,000	215,000
Fuel	175,000	175,000	175,000
Site Maintenance	150,000	150,000	150,000
Technical Services	125,000	125,000	125,000
Shop & Supplies	31,000	31,000	31,000
White Goods Program	40,000	40,000	40,000
Landfill Gas Program	32,000	32,000	32,000
Safety Program	26,000	26,000	26,000
Electrical	92,000	92,000	92,000
Waste Reduction	525,000	525,000	525,000
Capital Projects 2013 (from operating)	478,006	478,006	478,006
Sub Total	1,889,006	1,889,006	1,889,006
Contribution to RSC Budget	221,994	221,994	221,994
TOTAL	3,714,991	3,714,991	3,714,991
Net Budget Deficit	0	(1,751,294)	(626,856)

Region 10 Solid Waste Budget - Historical Annual Budgets

	2010	2011	2012	2013
REVENUE				
Municipalities	297,500	300,000	300,000	295,000
LSD's	443,275	450,000	450,000	440,000
Valley Solid Waste	600,000	630,000	630,000	510,000
Washington County	680,000	680,000	625,000	561,000
Commercial	672,350	750,000	750,000	750,000
Construction Waste	50,000	55,000	66,000	92,135
Other (grants, cover)	150,000	80,000	75,130	55,000
Recycling	289,250	350,000	375,000	385,000
TOTAL	3,182,375	3,295,000	3,271,130	3,088,135
EXPENSES				
ADMINISTRATIVE				
Staff Expense	1,045,830	1,100,871	1,113,130	1,216,829
Public Education & Communications	70,000	65,000	63,000	61,462
Insurance	90,000	75,000	73,000	75,000
Office & Supplies	21,000	21,000	21,000	22,000
Taxes	40,000	43,000	46,000	50,000
Telephone	14,000	14,000	13,500	14,000
Professional Fees (legal/accounting)	12,000	18,000	18,000	22,000
Closure Fund	88,000	92,000	92,400	90,000
Training & Education	30,000	30,000	30,000	30,700
Committee Expense	31,000	33,000	33,000	10,000
Miscellaneous (Bank Charges)	13,000	12,000	12,000	12,000
Sub Total	1,454,830	1,503,871	1,515,030	1,603,991
OPERATIONAL				
Equipment	185,000	185,000	190,000	215,000
Fuel	180,000	160,000	160,000	175,000
Site Maintenance	160,000	125,000	125,000	150,000
Technical Services	85,000	85,000	84,000	125,000
Shop & Supplies	30,000	33,000	29,000	31,000
White Goods Program	50,000	50,000	40,000	40,000
Landfill Gas Program	45,000	30,000	26,000	32,000
Safety Program	18,000	18,000	20,000	26,000
Electrical	80,000	82,423	84,000	92,000
Waste Reduction	425,000	465,000	485,000	525,000
Capital Projects (from operating)	732,226	1,100,000	700,777	478,006
Sub Total	1,990,226	2,333,423	1,943,777	1,889,006
Contribution to RSC Budget	0	0	0	221,994
TOTAL	3,445,056	3,837,294	3,458,807	3,714,991
Net Budget Operating Deficit	(262,681)	(542,294)	(187,677)	(626,856)

Region 10 Solid Waste Budget - Historical Annual Budgets				
	2010	2011	2012	2013
Net Budget Operating Deficit	(262,681)	(542,294)	(187,677)	(626,856)
2007 Deficit	(1,904,447)			
2008 Surplus	2,167,128			
2008 Surplus		2,167,128		
2009 Deficit		(1,624,834)		
Unknown source			187,677	
2011 Surplus using PSAP				626,856
Balanced	0	0	0	0

RESERVE FUNDS

			Operating	Capital
Balance of reserve, January 1, 2009			150,114	6,030,753
Used in 2009			(150,000)	(2,963,521)
Unknown adjustment				2
2010 annual surplus				1,157
Used in 2010				(735,000)
2011 annual surplus				22,987
Used in 2011				(400,000)
Balance, December 31, 2011			114	1,956,378

Please find attached Regular Board Meeting
Financial Statements

Southwest New Brunswick Service Commission

May-13

	2013 BUDGET	May, 2013 BUDGET	May, 2013 ACTUAL
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SNBSC TOTALS

TOTAL REVENUE	4,318,508	1,774,294	2,098,720
TOTAL EXPENSES	4,076,505	1,675,127	1,115,890
NET TOTAL	242,003	99,167	982,830

CORPORATE

TOTAL REVENUE	302,503	126,043	109,877
TOTAL EXPENSES	302,504	126,043	63,081
NET TOTAL	-1	0	46,796

SOLID WASTE

TOTAL REVENUE	3,714,991	1,547,913	1,714,533
TOTAL EXPENSES	3,492,997	1,455,415	993,752
NET TOTAL	221,994	92,498	720,781

PLANNING

TOTAL REVENUE	301,014	100,338	274,310
TOTAL EXPENSES	281,004	93,668	59,057
NET TOTAL	20,010	6,670	215,253

Corporate Services May 2013

	2013 BUDGET	May Budget	May Actual	VARIANCE
REVENUE				
Allocation from:				
ative and Regional Planning Services	60,501	25,209	25209	0
Solid Waste Services	221,993	73,998	73998	0
Local Planning Services	20,010	6,670	6670	0
Special Projects	0	0	4000	-4,000
Other Shared Services	0	0		0
TOTAL	302,503	126,043	109,877	16,166
EXPENDITURES				
Advertising (notice of meetings etc.)	3,000	1,250	868	382
Audit Fees	6,000	2,500		2,500
Bank Charges	500	208		208
Board Expenses	36,280	15,117	9135	5,982
Information Technology	4,480	1,867		1,867
Administrative Support)	135,000	56,250	42807	13,443
CPP	6,251	2,604		2,604
EI	3,456	1,440		1,440
WorkSafe	1,000	417		417
Health Benefits	8,438	3,516		3,516
RSP Contribution @ 6% of Salary	8,100	3,375	2568	807
Equipment Lease	1,000	417		417
Equipment Purchase	8,000	3,333		3,333
Equipment Maintenance	500	208		208
Furniture	4,000	1,667		1,667
Insurance	6,000	2,500		2,500
Legal Fees	5,000	2,083		2,083
General Office	4,500	1,875		1,875
Memberships	1,000	417		417
Miscellaneous	2,500	1,042	600	442
Postage & Courier	1,000	417		417
Professional Services	20,000	8,333		8,333
Rent	7,500	3,125	5000	-1,875
Software	3,000	1,250		1,250
Subscriptions	500	208		208
Supplies	4,500	1,875	1585	290
Telephone	2,000	833	387	446
Hydro	3,000	1,250		1,250
Training & Conferences (Staff)	5,000	2,083		2,083
Staff Travel	7,000	2,917	131	2,786
Development	4,000	1,667		1,667
TOTAL	302,504	126,043	63,081	62,962

Region 10 Solid Waste Budget May 2013

	2013 BUDGET	May Budget	May Actual	VARIANCE
REVENUE				
Municipalities	295,000	122,917	120,226	2,691
LSD's	440,000	183,333	201,349	(18,016)
Valley Solid Waste	510,000	212,500	372,034	(159,534)
Washington County	561,000	233,750	226,333	7,417
Commercial	750,000	312,500	317,975	(5,475)
Construction Waste	92,135	38,390	46,457	(8,067)
Other (grants, cover)	55,000	22,917	46,403	(23,486)
2011 Accumulated Surplus	626,856	261,190	261,190	0
Recycling	385,000	160,417	122,566	37,851
TOTAL	3,714,991	1,547,913	1,714,533	(166,620)
EXPENSES				
ADMINISTRATIVE				
Staff Expense	1,216,829	507,012	411,865	95,147
Public Education & Communications	61,462	25,609	152	25,457
Insurance	75,000	31,250	13,258	17,992
Office & Supplies	22,000	9,167	4,982	4,185
Taxes	50,000	20,833	55,443	(34,610)
Telephone	14,000	5,833	5,516	317
Professional Fees (legal/accounting)	22,000	9,167	546	8,621
Closure Fund	90,000	37,500		37,500
Training & Education	30,700	12,792	2,531	10,261
Committee Expense	10,000	4,167	1,725	2,442
Miscellaneous (Bank Charges)	12,000	5,000	1,178	3,822
Sub Total	1,603,991	668,330	497,196	171,134
OPERATIONAL				
Equipment	215,000	89,583	70,051	19,532
Fuel	175,000	72,917	83,023	(10,106)
Site Maintenance	150,000	62,500	7,950	54,550
Technical Services	125,000	52,083	17,819	34,264
Shop & Supplies	31,000	12,917	15,348	(2,431)
White Goods Program	40,000	16,667	3,292	13,375
Landfill Gas Program	32,000	13,333	8,728	4,605
Safety Program	26,000	10,833	5,704	5,129
Electrical	92,000	38,333	37,373	960
Waste Reduction	525,000	218,750	241,021	(22,271)
Capital Projects 2013 (from operating)	478,006	199,169	6,247	192,922
Sub Total	1,889,006	787,086	496,556	290,530
TOTAL	3,492,997	1,455,415	993,752	461,663

Planning May 2013

	2013 BUDGET	May Budget	May Actual	VARIANCE
REVENUE				
Contribution from Participating Communities	254,214	84,738	84,738	0
Planning Fees	10,000	3,333	177,305	-173,972
Previous Year's Surplus	36,800	12,267	12,267	0
	301,014	100,338	274,310	-173,972
EXPENDITURES				
Advertising & Public Notices	4,000	1,333	148	1,185
Bank Charges	2,000	667	726	-59
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		167
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	5,000	0
Salaries & Benefits				
Salaries	152,516	50,839	49,833	1,006
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	1,041	2,009
Software	1,500	500		500
Subscriptions	250	83		83
Supplies	2,500	833	628	205
Telephone	4,000	1,333	642	691
Training & Development	10,000	3,333		3,333
Travel (Staff-Local)	10,000	3,333	1,039	2,294
Total	281,004	93,668	59,057	34,611

Audit Committee Report – June 26, 2013.

The Audit Committee did not meet in the past month. We still do not have a Chair and there are only two Committee members. We did attend the meeting at Hemlock Knoll with Sandra Jessop-Roach of ELG, John Landry of Teed Saunders Doyle, and members of the Finance & Budget Committee. Sandra and John met privately afterwards to discuss Statement Presentation and Reporting issues. We have had no meetings or discussions since. I understand the auditors are waiting for decisions from ELG and management at the landfill to finalize the statements.

Sandra was questioned on the status of the Rural Planning audit with no definite answers. As was previously advised, this audit is being supervised by ELG and the Fredericton RSC. We have requested to be in attendance at any meetings with the auditors but have received no information for at least 3 weeks.

Respectfully

D B Weare, Committee Member