

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of April 2, 2020
By Zoom Videoconferencing**

Present:

Jim Tubbs – LSD	Heather Hatt – LSD	Terry James - Blacks Harbour
Wade Greenlaw – LSD	Dennis Blair - LSD	Doug Naish - St. Andrews
Annette Townes - LSD	Joyce Wright – LSD	Ken Stannix – McAdam
Carla Brown – LSD	Sam Walsh – LSD	Allan MacEachern - St. Stephen
Kathy Curtis – LSD	Faith Avery – St. George	

Not present:

Dennis Green – Grand Manan
Winston Gamblin – Harvey
Brett Newman – Campobello

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Analyst

Guest:

Wendy Keats – Co-Operative Enterprise Council

Call to order

Chair, J. Wright called the meeting to order at 6:06 pm. The meeting was held via Zoom Videoconference.

Declaration of Quorum, Acknowledgement of Visitors

Live streamed via You Tube.

Conflict of Interest Declarations

There were no conflicts of interest declared.

A) Adoption of Agenda

20-21 It was moved by T. James and seconded by A. Townes that an amendment be made to the agenda to change the date of the last minutes to March 3, 2020.

MOTION CARRIED UNANIMOUSLY

B) Adoption of Minutes

20-22 It was moved by H. Hatt and seconded by A. Townes that the agenda be accepted with an amendment.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings

Planning Office Update

H. Bartlett gave a brief update on the purchase of the property at 33 Wall Street, St. Stephen. It was obtained for less than asking price with a closing date of June 5th and a move in date scheduled for August 1st, 2020.

Wendy Keats – Strategic Plan

W. Keats gave a presentation on the final draft of the strategic plan. She emphasised key points and noted this is a living document which should be on every agenda at every board meeting.

20-23 It was moved by T. James and seconded by F. Avery to adopt this final draft of the strategic plan.

MOTION CARRIED UNANIMOUSLY

New Business

Annual General Meeting Date

Discussion centered on whether the AGM should be held via videoconference, postponed or cancelled, with the decision going to a vote.

20-24 It was moved by S. Walsh, seconded by A. Townes that the 2020 Annual General Meeting be postponed until the social distancing restrictions are lifted.

MOTION CARRIED with A. MacEachern and D. Blair abstaining. W. Greenlaw voted NAY

Committee & Staff Reports

C) Executive Directors Report

H. Bartlett presented his report which was included in the Board Packages sent via email. D. Blair voiced his concern on whether recycling material was being landfilled. Staff assured the Commission that recycling materials are not being landfilled and are still being sent to the facility in Quebec with some restrictions and possibility of closure. If that facility is to cease operation, staff have found possible alternate sources.

D) Finance & Audit Report

W. Gamblin was not in attendance to present the report. It was included in the Board Packages.

E) Financial Report

W. Gamblin was not in attendance to present the report. It was included in the Board Packages. The Executive Director asked if there were any questions, answering one concerning government transfers.

20-25 It was moved by D. Blair and seconded by T. James to delay accepting these reports until next month.

MOTION CARRIED UNANIMOUSLY

Date, time and location of next meeting

Thursday, April 23, 2020 @ 6:00 pm via Zoom Videoconference.

Question & Answer Period

T. James suggested the Chair make a public statement to be aired on all media outlets to inform the public that the Commission is an essential service and will be operating a bit differently. The Planning Office is closed to the public and staff are working from home with inspection services being completed as required. The solid waste and recycling facilities are open and operating at regular capacity.

Adjournment

20-26 It was moved by D. Blair that the board meeting be adjourned at 7:27 pm.

MOTION CARRIED UNANIMOUSLY

Action Points

- * Send out Draft Audited Financial Statements**
- * Chair issue public statement regarding operations of the Commission during this time of non essential business.**

Minutes recorded via video recording, You Tube and handwritten by Claudette MacLean, Staff.

Joyce Wright, Chair SNBSC

Hollis Bartlett, Executive Director SNBSC