

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of May 28th, 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
Wayne McQuarrie – LSD	Faith Avery – St. George	Winston Gamblin – Harvey
Kathy Curtis – LSD – alt.		

Not present:

Dennis Green – Grand Manan
Brett Newman – Campobello

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Analyst
Mark Porter – Financial Officer
Alex Henderson – Director of Planning

Call to order

Chair, J. Wright called the meeting to order at 6:02 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

**20-34 It was moved by W. Greenlaw and seconded by T. James that the agenda be accepted as with an amendment.
W. Greenlaw will not be presenting a HR Report.**

MOTION CARRIED UNANIMOUSLY

20-35 It was moved by A. Townes and seconded by T. James that the agenda be accepted with an amendment.

MOTION CARRIED UNANIMOUSLY

B) Adoption of Minutes

20-36 It was moved by J. Tubbs seconded by W. MacQuarrie that the minutes of the April 23rd, 2020 meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings

H. Bartlett informed of the Memorandum of Understanding that was sent to Teed, Saunders Doyle regarding the intent to engage their services for the 2020 Audited Financial Statements and will be officially appointed at the upcoming Annual General Meeting.

New Business - None

Committee & Staff Reports

C) Executive Directors Report

H. Bartlett presented his report which was included in the Board Packages sent via email. Residential waste totals are up while commercial is down somewhat, which was to be expected during the pandemic. He informed that all recycling being collected is going for processing.

D) Strategic Plan Update

H. Bartlett gave the SNBSC Strategic Plan Update – May 2020 which was included in the Board Packages sent via email. He informed of a Quality Management System which is being developed by staff. A. Henderson gave an update on the St. Croix Corridor rural plan.

E) Regional & Collaborative Oversight Committee Report

T. James presented her report which was included in the Board Packages distributed by email. The Committee is waiting on Municipalities to submit their costs for Insurance, Engineering, Accounting and Legal fees. The Committee's plan is to look into estimates for these services for Municipalities as a group.

F) Bylaw Committee Report

J. Tubbs presented his report on minor editorial changes as well as their review of the point of reference for standing and ad hoc committees. The Committee plan to meet a few more times before a final revision is brought forward to the Board.

G) Planning Management Committee Report

D. Blair presented his report which was included in the Board Packages distributed by email. The first item of business was an amendment to the PRAC Bylaws, changing the Terms of Office. This was a notice of motion with a vote at the June meeting.

A. Henderson gave a presentation on Climate Change Adaptation which is now available on the Eastern Charlotte Waterways website. The Board requested more information and a presentation at the next meeting.

He also gave an update on the Regional Housing Strategy. T. James requested a fact sheet be sent out before the next meeting and a further discussion to ensue.

H) Finance & Audit Committee Report

K. Stannix read the report which was included in the Board Packages as W. Gamblin, the Chair of the Committee was attending via telephone.

20-37 It was moved by K. Stannix and seconded by A. Townes to allow up to \$ 50,000 for building renovations for the 33 Wall Street property.

MOTION CARRIED UNANIMOUSLY

K. Stannix also discussed a decision made to request access to Commission documents and inquire about expenses in order to identify anything unusual. This is to be done on a semi-annual basis or otherwise directed by the Board. The By-Law Committee intend to add the ability to request to their revisions.

I) Financial Report

M. Porter reviewed the financial reports which were circulated in the Board Packages sent via email.

**20-38 It was moved by S. Walsh and seconded by K. Stannix to adopt the statements as presented.
MOTION CARRIED UNANIMOUSLY**

Date & Time of next Board Meeting

Thursday, June 25, 2020 @ 6:00 pm via Zoom Videoconference if the restrictions are not lifted. The Executive Director will keep members posted.

Question & Answer Period

In camera session – legal issue

Adjournment

**20-39 It was moved by T. James that the board meeting be adjourned at 7:47 pm.
MOTION CARRIED UNANIMOUSLY**

Action Points

- * Climate Change Adaptation presentation at next meeting.
- * Regional Housing Strategy fact sheet to be send out before next meeting.

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

Joyce Wright, Chair SNBSC

Hollis Bartlett, Executive Director SNBSC