

**;Southwest New Brunswick Service Commission – Board of Directors Meeting  
Minutes of October 22<sup>nd</sup>, 2020**

**Present at Hemlock Knoll:**

Jim Tubbs – LSD  
Dennis Blair - LSD  
Annette Townes - LSD

Winston Gamblin – Harvey  
Hollis Bartlett – Executive Director

**Present via Zoom:**

Heather Hatt – LSD  
Joyce Wright – LSD  
Carla Brown – LSD  
Wayne McQuarrie – LSD  
Xander Gopen – Planning Dept.

Terry James - Blacks Harbour  
Ken Stannix – McAdam  
Sam Walsh – LSD  
Mark Porter – Financial Officer

Doug Naish – St. Andrews  
Dick Isabelle - Campobello  
Allan MacEachern - St. Stephen  
Claudette MacLean – Corporate Analyst

**Regrets:**

Wade Greenlaw – LSD  
Wayne Sturgeon – Grand Manan

**Absent:** Faith Avery – St. George

**Guests:** Kathy Curtis – LSD (7:05 pm)

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***Call to order***

Chair, J. Wright called the meeting to order at 6:03 pm. The meeting was held via Zoom Videoconference with four Board Members and the Executive Director attending via Zoom, from the Conference Room at Hemlock Knoll.

***Declaration of Quorum, Acknowledgement of Visitors***

Live streamed via You Tube.

***Conflict of Interest Declarations***

There were no conflicts of interest declared.

***Adoption of Agenda***

**20-63** It was moved T. James, seconded D. Naish to make a friendly amendment to the agenda. Rescind motions 20-55 and 20-56.

**MOTION CARRIED UNANIMOUSLY**

***Adoption of Minutes***

**20-64** It was moved by S. Walsh, seconded by D. Naish that the minutes of the September 24<sup>th</sup>, 2020 meeting be accepted as presented.

**MOTION CARRIED UNANIMOUSLY**

## **Business Arising from Previous Meetings**

Climate Change Adaptation Implementation Update:

The Executive Director updated the Board on the current status; with limited time to complete the project, the contractor was unable to deliver on the contract. This topic will be revisited in the future.

**20-65 It was moved by J. Tubbs, seconded by T. James that motions 20-55 and 20-56 be rescinded and the ETF grant be returned to the Province.**

**MOTION CARRIED UNANIMOUSLY**

Regional Housing Strategy Discussion:

A. Gopen summarized the need for affordable housing in the area reiterating points of last month's presentation. A large study was done, and out of that came a document which will be circulated publicly, and shared on SNBSC's website.

## **Committee & Staff Reports**

### ***Executive Directors Report***

H. Bartlett presented his report which was included in the Board Packages distributed by email.

### ***Strategic Plan Update***

H. Bartlett presented his report which was included in the Board Packages distributed by email.

### ***Regional & Collaborative Oversight Committee Report***

T. James presented her report which was included in the Board Packages distributed by email.

### ***Bylaw Committee Report***

J. Tubbs presented his report which was included in the Board Packages distributed by email.

### ***Finance & Audit Committee Report***

W. Gamblin made the follow motion:

**20-66 It was moved by W. Gamblin, seconded by D. Blair that the Board of the REGIONAL SERVICE COMMISSION OF SOUTHWEST NEW BRUNSWICK RESOLVES that the total operating budget for the Regional Service Commission for the 2021 calendar year would consist of total revenue of \$ 5,845,765 and total expenditures of \$ 5,845,765 and that the capital budget would consist of total expenditures of \$ 1,380,000.**

**MOTION CARRIED WITH T. JAMES VOTING NAY.**

***Financial Report***

M. Porter presented the financial report which was included in the Board Packages distributed by email.

**Date & Time of next Board Meeting**

**The next meeting of the Board be Thursday, November 26<sup>th</sup>, 2020 @ 6:00 pm.**

***Question & Answer Period***

D. Blair informed that the video regarding where recycling goes after it's picked up which aired on CBC last month is available on You Tube.

***Adjournment***

**20-67 It was moved by D. Blair that the board meeting be adjourned at 7:07 pm.**

**ACTION POINTS:**

- \* Share Regional Housing Strategy on SNBSC's website**
- \* Letter of Support – Gaia**
- \* Regional Recreation Website to be linked to SNBSC's website once it is completed**

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

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Joyce Wright, Chair, SNBSC

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Hollis Bartlett, Executive Director, SNBSC