

**Southwest New Brunswick Service Commission – Board of Directors Meeting  
Minutes of November 26<sup>th</sup>, 2020**

**Present at Hemlock Knoll:**

Jim Tubbs – LSD	Winston Gamblin – Harvey
Dennis Blair - LSD	Hollis Bartlett – SNBSC
Annette Townes - LSD	

**Present via Zoom:**

Heather Hatt – LSD	Terry James - Blacks Harbour	Doug Naish – St. Andrews
Joyce Wright – LSD	Ken Stannix – McAdam	Kathy Curtis – LSD
Carla Brown – LSD	Sam Walsh – LSD	Allan MacEachern - St. Stephen
Wayne McQuarrie – LSD	Faith Avery – St. George	Wayne Sturgeon – Grand Manan
Claudette MacLean – SNBSC	Cherie Stewart – SNBSC	Trisha Dickerson - SNBSC

**Regrets:**

Wade Greenlaw – LSD	Richard Isabelle - Campobello
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***Call to order***

Chair, J. Wright called the meeting to order at 6:01 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***

**20-68** It was moved W. Gamblin and seconded C. Brown to approve the agenda. J. Tubbs asked to make a friendly amendment to the agenda. New Business: Ground Search and Rescue – Letter of Support be removed from the agenda.

**MOTION CARRIED UNANIMOUSLY**

***Adoption of Minutes***

**20-69** It was moved by A. Townes and seconded by H. Hatt that the minutes of the October 22<sup>nd</sup>, 2020 meeting be accepted as presented.

**MOTION CARRIED UNANIMOUSLY**

***New Business***

**Community Policing Committee Discussion:**

C. Brown informed of the status of the Community Policing Committee. Due to COVID-19, they have not been able to meet, thus not doing what they are mandated. The RCMP are now required to report directly to the RSC, therefore would not be attending CPC meetings. J. Tubbs informed the Committee was not constituting quorum as a minimum of nine members are needed to be in attendance. Considerable discussion ensued with the following motion being brought forward:

**20-70 It was moved by C. Brown and seconded by T. James that the Community Policing Committee be dissolved and their functions be absorbed by the Commission.**

**MOTION CARRIED WITH FOUR NAY VOTES**

### ***Committee & Staff Reports***

#### ***Recycling Update***

T. Dickerson gave a presentation regarding the activities in the recycling division with key points as follows:

Overall recycling for October 2020: 76 tonnes with a diversion rate of 12%.

The white goods collection program has ended for the year with 664 appliances collected.

As of November 1<sup>st</sup> 2020, recycling shipments have fully transitioned to the facility in Woodstock, NB, with no product being sent to Quebec.

The 2021 calendars have arrived and are being distributed throughout the region.

#### ***Recreation Update***

C. Stewart gave a presentation regarding the activities in the recreation division with key points as follows:

A Coastal Link Trail update, noting Fundy Regional Service Commission has withdrawn their support for this endeavor.

A proposed cost sharing policy development for recreation was briefly discussed. Note: There will be a special meeting held to discuss this in length in the near future.

A website has been created for recreation and will be linked to SNBSC's website. <https://swrecreationhub.ca/>

#### ***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. The final version will be completed by January 2021 and there will be a notice of motion to change the bylaws. Perhaps a special meeting will be held if required.

***Finance & Audit Committee Report***

W. Gamblin made the follow motion:

**20-71 It was moved by W. Gamblin, seconded by D. Blair that the Board of the REGIONAL SERVICE COMMISSION OF SOUTHWEST NEW BRUNSWICK RESOLVES that a Capital Reserve Fund be created for the Planning Division.**

**MOTION CARRIED UNANIMOUSLY**

**20-72 It was moved by W. Gamblin and seconded by S. Walsh that the Board of the REGIONAL SERVICE COMMISSION OF SOUTHWEST NEW BRUNSWICK RESOLVES that \$50,000 be transferred from the Planning Division's surplus to the Planning Capital Reserve Fund.**

**MOTION CARRIED UNANIMOUSLY**

***Financial Report***

W. Gamblin 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, January 28<sup>th</sup>, 2021 @ 6:00 pm.**

***Question & Answer Period***

***Adjournment***

**20-73 It was moved by D. Blair that the board meeting be adjourned at 7:37 pm.**

**ACTION POINTS:**

- \* Information to be sent out regarding Fundy Region withdrawing their support of the Coastal Link Trail**
- \* Link the recreation website to SNBSC's website**
- \* Strategic Plan Update to be included on website with monthly minutes**
- \* Set up a Capital Reserve Fund for Planning**
- \* Move Planning Department surplus to capital reserve fund**

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