

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of January 28th, 2021**

Commission Members: (absent members printed in bold and italic)

Allan MacEachern – St. Stephen	Annette Townes – LSD	Carla Brown – LSD
Dennis Blair - LSD	Doug Naish – St. Andrews	Faith Avery – St. George
Heather Hatt – LSD	Jim Tubbs – LSD	Joyce Wright – LSD
Ken Stannix – McAdam	Sam Walsh – LSD	Dick Isabelle - Campobello
Terry James – Blacks Harbour	Wade Greenlaw – LSD	Wayne MacQuarrie - LSD
Wayne Sturgeon – Grand Manan	Winston Gamblin – Harvey	Kathy Curtis - LSD

Staff present:

Hollis Bartlett – Staff Claudette MacLean - Staff

Guest: Mylene Shepard – Planning Analyst – RCMP
S/Sgt. Donna Shannon - RCMP

Call to order

Chair, J. Wright called the meeting to order at 6:04 pm. The meeting was held via Zoom Videoconference with four Board Members and the Secretary to the Board attending via Zoom at the Hemlock Knoll Solid Waste Facility in Lawrence Station.

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

21-01 It was moved by T. James seconded by A. Townes that the agenda be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Adoption of Minutes

21-02 It was moved by T. James seconded by K. Stannix that the minutes of the November 26th, 2020 meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

21-03 It was moved by S. Walsh seconded by A. MacEachern that the minutes of the December 15th, 2020 special meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings

Speed Sign Update

H. Bartlett noted the speed sign is available for municipalities to use as needed. If anyone is interested in using, please contact Trisha Dickerson at the Service Commission 506 466-7980 or trisha.dickerson@snpsc.ca. D. Blair questioned if LSD's are eligible to use the sign, with H. Bartlett responding yes, if they are able to meet the criteria for usage.

New Business

RCMP Update

M. Shepard, Planning Analyst with the RCMP presented their third quarter report, which was distributed by email as well as shown on the screen during the presentation. The RCMP received many Quarantine Act calls in the third quarter. Moving traffic – speeding violations are now tracked electronically. Sgt. Shannon answered questions from the members concerning occurrences. W. MacQuarrie questioned if the road construction employees are able to call to set up a check point, with Sgt. Shannon responding yes, certainly to give a call.

M. Shepard reviewed proactive initiatives ideas, to help guide the Board's decision on priorities. A questionnaire will be emailed to all members, to come up initiatives to achieve the top priorities to be brought forward.

Committee & Staff Reports

Executive Directors Report

H. Bartlett presented his report which was included in the Board Packages distributed by email. J. Wright passed along her perspective to have a sort of a flow chart of permits, inspections etc. needed when applying and moving forward during a construction process. S. Walsh noted permits are nothing new, suggesting Planning start a constructive dialog with Public Safety and come up with an education plan for the public.

Strategic Plan Update

H. Bartlett presented his report which was included in the Board Packages distributed by email. H. Bartlett informed of the geothermal system for the admin. building with W. Greenlaw advising of a rebate program which the Commission is eligible for.

Regional & Collaborative Oversight Committee Report

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

21-04 It was moved by T. James, seconded by W. Gamblin that the Executive Director be directed to prepare a press release with the intent of informing the public that the Board is addressing recreation needs and is forming a plan to provide financial assistance through cost sharing to recreation facilities and assets in our region for 2022.

MOTION CARRIED UNANIMOUSLY

Bylaw Committee Report

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

21-05 It was moved by J. Tubbs, seconded by A. Townes that the amount of per diems for board members be increased by 5% immediately. (January 1st, 2021)

MOTION CARRIED UNANIMOUSLY

21-06 It was moved by J. Tubbs, seconded by H. Hatt the amount of per diems be increased annually at the same rate and at the same time as Cost-of-Living increases are given to staff.

MOTION CARRIED UNANIMOUSLY

W. Greenlaw abstained due to conflict of interest.

Human Resources Committee Report

W. Greenlaw presented his report which was included in the Board Packages distributed by email. The Committee reviewed numerous changes to the HR Manual that will be presented to the Board for review, feedback and approval. The Executive Directors' annual performance review is coming up with W. Greenlaw emphasizing the importance of all members participating. The surveys will be distributed at the February meeting and must be returned by the March meeting.

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, February 25th, 2021 @ 6:00 pm.

Question & Answer Period

Adjournment

21-07 It was moved by D. Blair that the board meeting be adjourned at 8:08 pm.

ACTION POINTS:

- * **Send out RCMP questionnaire**
- * **Planning Department communicate with Public Safety regarding an education plan**
- * **Press release – Recreation needs & financial assistance through cost sharing**
- * **Send out ED annual performance review form**

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

Joyce Wright, Chair, SNBSC

Hollis Bartlett, Executive Director, SNBSC