

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of February 25th, 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	Alex Henderson - Staff
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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 three Board Members and the Secretary to the Board attending via Zoom at the Hemlock Knoll Solid Waste Facility in Lawrence Station. The Executive Director along with two Board Members attended at the Planning Office at 33 Wall Street, St. Stephen.

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

21-08 It was moved by H. Hatt seconded by F. Avery that the agenda be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Adoption of Minutes

21-09 It was moved by A. Townes seconded by K. Stannix that the minutes of the January 28th, 2021 meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings

New Business

Planning Update – New Building Inspection Regulation – A. Henderson

The Planning Director informed of the recent changes made by the Province. The National Building Code of Canada 2015 is now adopted throughout the Province of New Brunswick as of February 1st 2021. Several major changes have also been introduced by the Department of Public Safety to building regulations. It was discussed whether a letter needs to be drafted to the Province stating the Board's concerns; mainly an amendment to the regulation of up to 592 square feet would exempt the structure. Also, to be consulted before any other major changes are made in the future. And lastly, wiring permits are not in the regulation and is at the discretion of NB Power. This can be brought back to the Board at a later date under Business Arising from Previous Meetings.

Committee & Staff Reports

Executive Directors Report – H. Bartlett

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

Strategic Plan Update – H. Bartlett

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

Regional & Collaborative Oversight Committee Report – T. James

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

The new Recreation Hub Website is now up and running. <https://swrecreationhub.ca/> A link is on the Commission's website. <http://www.snbsc.ca/>

Notice of Motion: Please be advised that there will be a motion at the next (March) Board Meeting to adopt the Regional Recreation Master Plan Policy.

D. Isabelle would like to recommend another amendment. Section 6 – Cost Share Administration approach doesn't really work for Campobello Island. There is no LSD they have to take into account. This doesn't apply to Zone 7 seeing there is only one unit in the zone. There isn't any reason to collect the funds, just to be handed back to them.

T. James tried to recollect if there were special considerations made for the Island partners. This will be reviewed at the next RCO Meeting and will be amended if necessary, before being brought back to the Board next month.

Bylaw Committee Report – J. Tubbs

J. Tubbs presented his report which was included in the Board Packages distributed by email. The Committee met twice this month. The Committee plans to send out the amended by-laws to all Board Members before

the March meeting. It will be presented at the March meeting with 30 days notice to be voted on at the April meeting.

Human Resources Committee Report

The report is in the Board Packages which was distributed by email. W. Greenlaw was not able to attend. W. Greenlaw will be circulating the Executive Director Performance Evaluation in the near future and asks all members to complete the form and return.

Financial & Audit Committee Report – H. Bartlett

W. Gamblin was unable to attend. H. Bartlett reviewed his report which was included in the Board Packages distributed by email.

The insurance policies were discussed stating the savings by increasing deductibles. The Finance and Audit Committee felt this should be discussed at the Board level. S. Walsh agreed it was the right way to go to increase deductibles.

Financial Report – H. Bartlett

H. Bartlett presented a budget 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, March 25th, 2021 @ 6:00 pm.

Question & Answer Period

Adjournment

21-10 It was moved by D. Blair that the board meeting be adjourned at 7:00 pm.

ACTION POINTS:

- * Hollis to follow up with RCMP regarding the survey to be emailed to the members
- * Increase insurance deductibles
- * <https://swrecreationhub.ca/>

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

Joyce Wright, Chair, SNBSC

Hollis Bartlett, Executive Director, SNBSC