

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of March 25th, 2021**

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

Allan MacEachern – St. Stephen	Annette Townes – LSD	Carla Brown – LSD
Dennis Blair - LSD	Doug Naish – St. Andrews	<i>Faith Avery – St. George</i>
Heather Hatt – LSD	<i>Jim Tubbs – LSD</i>	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
Hollis Bartlett – Staff	Claudette MacLean – Staff	Darren McCabe - LSM

Call to order

Chair, J. Wright called the meeting to order at 6:00 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, Local Services Manager, along with three 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

21-11 It was moved by T. James seconded by C. Brown that the agenda be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Adoption of Minutes

21-12 It was moved by A. Townes seconded by H. Hatt that the minutes of the February 25th, 2021 meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings

Letter to Minister of Public Safety re: Recent Changes to legislation around building inspection

A letter was included in the Board Package to be reviewed. Members are asked to review and contact the Executive Director if they have any changes or suggestions.

New Business

Committee & Staff Reports

Executive Directors Report – H. Bartlett

H. Bartlett presented his report which was included in the Board Packages distributed by email. At the Planning level, there are no longer development permits being issued, only building permits as per the new legislation. LSD Advisory Committee elections are in April 2021, happening all at once. Historically, they were spread out over four years. The Executive Committee is planning the Annual General Meeting for April in person and zoom will also be available. This will be held at the Garcelon Center on April 22nd, 2021.

Strategic Plan Update – H. Bartlett

H. Bartlett presented his report which was included in the Board Packages distributed by email. The Recreational Website has been launched and is receiving lots of traffic. A geothermal heating system is being installed at the Administrative Office with a substantial rebate being received from NB Power.

Regional & Collaborative Oversight Committee Report – T. James

T. James presented her report which was included in the Board Packages distributed by email. Joyce Wright and Faith Avery's name are to be removed from the minutes under attendance regrets as they are no longer members of the Committee.

21-13 It was moved by T. James and seconded by K. Stannix that the notice of motion given at the last meeting to be extended until the April Board Meeting for approval of the Draft Regional Recreation Master Plan Policy.

MOTION CARRIED UNANIMOUSLY

Bylaw Committee Report – J. Wright

J. Tubbs sent his regrets. J. Wright presented the amended by-laws in detail to the Board with notice of motion given. This document is to be voted on at the April 2021 meeting.

Human Resources Committee Report – W. Greenlaw

W. Greenlaw verbally presented his report as it was not included in Board Packages. The HR Committee met twice to review the ED Performance Review as well as the HR Policy with the revisions to be presented at the April 2021 meeting.

Financial & Audit Committee Report – W. Gamblin

W. Gamblin reviewed his report which was included in the Board Packages distributed by email.

Financial Report – W. Gamblin

W. Gamblin 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, April 22nd, 2021 @ 6:00 pm. The Annual General Meeting follow immediately. This meeting will be held at the Garcelon Center, 22 Budd Avenue, St. Stephen, NB.

Question & Answer Period

Adjournment

21-14 It was moved by D. Blair that the board meeting be adjourned at 7:31 pm.

ACTION POINTS:

- * Send out letter to Minister of Public Safety re: Recent Changes to legislation around building inspection.**
- * Send out amended by-laws.**

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

Joyce Wright, Chair, SNBSC

Hollis Bartlett, Executive Director, SNBSC