

**Southwest New Brunswick Service Commission – Board of Directors Meeting  
Minutes of April 22<sup>nd</sup>, 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	Faith Avery – St. George
Heather Hatt – LSD - Zoom	Jim Tubbs – LSD	Joyce Wright – LSD
Ken Stannix – McAdam	Sam Walsh – LSD	<b><i>Dick Isabelle - Campobello</i></b>
Terry James – Blacks Harbour	Wade Greenlaw – LSD	Wayne MacQuarrie – LSD - Zoom
Wayne Sturgeon – Grand Manan	Winston Gamblin – Harvey	Kathy Curtis – LSD - Zoom

**Staff:**

Hollis Bartlett	Claudette MacLean	Michael Young
Trisha Dickerson	Alex Henderson	Mark Porter

**Guests:**

Minister Daniel Allain - Local Government & Local Governance Reform  
Deputy Minister Ryan Donaghy – Local Government & Local Governance Reform  
Kathy Bockus – Member of the Legislative Assembly for St. Croix  
Andrea Anderson Mason – MLA Fundy Isles – Saint John West  
Darren McCabe – Local Service Manager - – Local Government & Local Governance Reform

***Call to order***

Chair, J. Wright called the meeting to order at 6:11 pm. The meeting was held at the Garcelon Civic Center, 22 Budd Avenue, St. Stephen, NB. Four members attended via Zoom.

***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***

**21-15 It was moved T. James seconded by W. Gamblin that the agenda be accepted with a friendly amendment to move Minister Allain as guest speaker from the Annual General Meeting to the Regular Board Meeting.**

**MOTION CARRIED UNANIMOUSLY**

**Kathy Bockus, MLA St. Croix introduced the guest speaker:**

Minister Allain conversed on the Green Paper – Working Together for Vibrant and Sustainable Communities. The Minister noted he has been very instrumental in moving this agenda forward. He discussed government reform; the four pillars: Structure, Regional Collaboration, Land Use Planning, and Finance and Taxes. He commended Charlotte County for having those discussions and moving forward on reform and recreation, without the Province being involved. The reason the Province is doing this reform is that it hasn't been looked at in 60 years and citizens will begin to lose services and infrastructure. Each government department have their own administrative maps and have been asked to revise to match the Regional Service Commissions.

Andrea Anderson Mason spoke, giving her complete support on municipal reform, praising the current government.

**Closed Session: Human Resources**

**Members of the public, guests and staff were asked to leave the meeting.**

***Adoption of Minutes***

**21-16 It was moved by W. Gamblin seconded by A. Townes that the minutes of the March 25<sup>th</sup>, 2021 meeting be accepted as presented.**

**MOTION CARRIED UNANIMOUSLY**

***Business Arising from Previous Meetings***

***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.

**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. Discussion ensued with members noting concerns with certain aspects of the Regional Recreation Plan. W. Greenlaw voiced his concern on the Board's ability to raise or lower the tax rate. H. Bartlett informed that the Board already has the ability to make these decisions, with S. Walsh remarking these are essential services presently being funded by the Board's decisions.

M. Porter informed we are not levying a tax; we are creating a line item in our budget that will directly affect taxation. W. Gamblin questioned if a municipality can opt out, with the answer being no, it will be region wide. D. Naish informed this is the process to gather tax dollars from LSD catchment area. K. Stannix suggested a structure to do an increase in the future. There needs to be a methodology to make adjustments to the rate in the future.

**21-17 It was moved by T. James and seconded by A. MacEachern to accept the Draft Regional Recreation Master Plan Policy with a provision that the RSC board create a process and criteria policy to adjust the rate in the future.**

**MOTION CARRIED WITH NAY VOTES.  
Carla Brown  
Heather Hatt**

## **Bylaw Committee Report – J. Tubbs**

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

**21-18 It was moved J. Tubbs, seconded by T. James to adopt the draft SNBSC Procedural By-laws as presented at the March board meeting, the final version having been circulated to all Board members vis email on March 30, 2021.**

**MOTION CARRIED UNANIMOUSLY**

## **Human Resources Committee Report – W. Greenlaw**

W. Greenlaw presented his report which was included in Board Packages distributed by email.

**21-19 It was moved by W. Greenlaw, seconded by S. Walsh to accept the recommendation of the HR Committee to approve the updates to the HR Manual as presented in your board package.**

**MOTION CARRIED UNANIMOUSLY**

## **Technical Advisory Committee Report – W. Gamblin**

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

**21-20 It was moved by W. Gamblin, seconded by A. MacEachern that this report be accepted as presented.**

**MOTION CARRIED UNANIMOUSLY**

## **Financial & Audit Committee Report – W. Gamblin**

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

**21-21 It was moved by W. Gamblin, seconded by S. Walsh to move \$ 700,000 from the post closure fund to the operating fund.**

**MOTION CARRIED UNANIMOUSLY**

**21-22 It was moved by W. Gamblin, seconded by J. Tubbs to accept the audited financial statements and the audit report.**

**MOTION CARRIED UNANIMOUSLY**

## **Financial Report – M. Porter**

M. Porter presented the March 2021 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, June 24<sup>th</sup>, 2021 @ 6:00 pm pending municipal election results.**

## ***Question & Answer Period***

## ***Adjournment***

**21-23 It was moved by D. Blair that the board meeting be adjourned at 8:37 pm.**

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