

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of June 25th, 2020
By Zoom Videoconferencing**

Present at Hemlock Knoll:

Jim Tubbs – LSD	Winston Gamblin – Harvey
Wade Greenlaw – LSD	Dennis Blair - LSD
Annette Townes - LSD	Hollis Bartlett – Executive Director

Present via Zoom:

Wayne Sturgeon – Grand Manan	Heather Hatt – LSD	Terry James - Blacks Harbour
Joyce Wright – LSD	Doug Naish - St. Andrews	Ken Stannix – McAdam
Carla Brown – LSD	Sam Walsh – LSD	Allan MacEachern - St. Stephen
Wayne McQuarrie – LSD	Faith Avery – St. George	Mark Porter – Financial Officer
Alex Henderson – Director of Planning	Claudette MacLean – Corporate Analyst	

Guest: Kathy Curtis – LSD – alternate

Call to order

Chair, J. Wright called the meeting to order at 6:02 pm. The meeting was held via Zoom Videoconference with five Board Members and the Executive Director attending via Zoom in 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.

A) Adoption of Agenda

20-40 It was moved by W. Gamblin and seconded by T. James that the agenda be amended to include a TAC Report under Committee & Staff Reports.

MOTION CARRIED UNANIMOUSLY

20-41 It was moved by W. Gamblin and seconded by T. James that the agenda be accepted with an amendment.

MOTION CARRIED UNANIMOUSLY

B) Adoption of Minutes

20-42 It was moved by A. Townes seconded by H. Hatt that the minutes of the May 28th, 2020 meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

* T. James noted the Regional Housing Strategy fact sheet had not been sent out as stated as an Action Point in the minutes.

Business Arising from Previous Meetings

Climate Change Adaptation ETF grant presentation – A. Henderson

Alex gave a detailed presentation regarding the history and possible steps forward for the Adaptation Plan. A \$ 45,000 ETF grant was awarded to SNBSC by the Province. Staff are looking for direction from the Board as to how they'd like to move forward.

New Business

Closed Session – Labour and Employment Matters

Committee & Staff Reports

C) Executive Directors Report

H. Bartlett presented his report which was included in the Board Packages sent via email.

D) Strategic Plan Update

H. Bartlett gave the SNBSC Strategic Plan Update – June 2020 which was included in the Board Packages sent via email.

E) Human Resources Committee Report

W. Greenlaw presented the report which was included in Board Packages sent via email.

20-43 It was moved by W. Greenlaw, seconded by D. Naish that the Executive and HR Committees request the Executive Director to send a formal letter of request for a meeting with the Minister or Deputy Minister of ELG for discussions on the roles of the board, oversight and governance at the earliest times possible.

MOTION CARRIED WITH T. JAMES VOTING NAY

F) Regional & Collaborative Oversight Committee Report

T. James presented her report which was included in the Board Packages distributed by email. The Committee received information from the Municipalities on costs for Insurance, Engineering, Accounting and Legal fees.

20-44 It was moved by T. James, seconded by W. Greenlaw the Board direct the Executive Director to contact insurance providers and get a quote on services based on the participation of all the municipalities in our region.

MOTION CARRIED UNANIMOUSLY

G) *Bylaw Committee Report*

J. Tubbs presented his report which was included in the Board Packages distributed by email. Bylaws concerning the Committees of the Board were reviewed and some discrepancies between policy and actual procedure were noted.

H) *Financial Report*

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

20-45 It was moved by W. Gamblin and seconded by A. Townes to accept May 2020 statements as presented.

MOTION CARRIED UNANIMOUSLY

I) *TAC Report*

20-46 It was moved by W. Gamblin, seconded by D. Naish that Sam Walsh be appointed as a member of the Technical Advisory Committee.

MOTION CARRIED UNANIMOUSLY

J) *PRAC*

Notice of motion of changes to the PRAC By-laws

20-47 It was moved by D. Blair, seconded by A. MacEachern that this item be added to the Agenda under Business Arising from Previous Meetings.

MOTION CARRIED UNANIMOUSLY

20-48 It was moved by D. Blair, seconded by H. Hatt to amend the PRAC Bylaws according to the Notice of Motion given at the last meeting.

MOTION CARRIED UNANIMOUSLY

Date & Time of next Board Meeting

20-49 It was moved by T. James, seconded by A. Townes that the next meeting of the Board be Thursday, August 27, 2020 @ 6:00 pm.

MOTION CARRIED WITH D. Naish and W. Gamblin VOTING NAY

Question & Answer Period

20-50 It was moved by A. MacEachern, seconded by S. Walsh to amend the agenda to include a discussion on Campobello's situation.

MOTION CARRIED UNANIMOUSLY

Discussion ensued regarding the recent dismantle of the Campobello's Rural Community Council. A. MacEachern felt the Board should look into this, and see what can be done to speed up the process.

20-51 It was moved by W. Greenlaw, seconded by S. Walsh to have the ED contact the local MLA to speed up the process in regards to supporting Campobello with their current situation.

MOTION CARRIED UNANIMOUSLY

Adjournment

20-52 It was moved by D. Blair that the board meeting be adjourned at 8:54 pm.

MOTION CARRIED UNANIMOUSLY

Action Points

- * Draft letter to the Minister of Environment and Local Government requesting a meeting with the HR and Executive Committees.**
- * Contact insurance providers and get a quote on services based on the participation of all the municipalities in our region.**
- * Regional Housing Strategy fact sheet sent out.**
- * Contact MLA RE: Campobello.**
- * ED to send out Recreation Implementation Manger's report.**

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

Joyce Wright, Chair SNBSC

Hollis Bartlett, Executive Director SNBSC