

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of April 23, 2020
By Zoom Videoconferencing**

Present:

Jim Tubbs – LSD	Heather Hatt – LSD	Terry James - Blacks Harbour
Wade Greenlaw – LSD	Dennis Blair - LSD	Doug Naish - St. Andrews
Annette Townes - LSD	Joyce Wright – LSD	Ken Stannix – McAdam
Carla Brown – LSD	Sam Walsh – LSD – alt.	Allan MacEachern - St. Stephen
Kathy Curtis – LSD – alt.	Wayne McQuarrie - LSD	

Not present:

Dennis Green – Grand Manan
Brett Newman – Campobello

Not present with regrets:

Faith Avery – St. George
Winston Gamblin – Harvey

Staff:

Hollis Bartlett – Executive Director
Claudette MacLean – Corporate Analyst
Mark Porter – Financial Officer

Guest:

Dan Deklava – REMC Region 10

Call to order

Chair, J. Wright called the meeting to order at 6:02 pm. The meeting was held via Zoom Videoconference.

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

20-27 It was moved by T. James and seconded by A. Townes that the agenda be accepted as presented.

MOTION CARRIED UNANIMOUSLY

B) Adoption of Minutes

20-28 It was moved by A. Townes seconded by H. Hatt that the minutes of the April 2, 2020 meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Guest Presentation

Dan Deklava – REMC Region 10

Mr. Deklava gave an update on the COVID 19 pandemic and some of the steps and measures the Province is taking to protect its citizens. They are beginning to push out a recover plan, which is in phases, slowing moving back into a new normal.

Business Arising from Previous Meetings

A Statement from the Chair was given regarding the Board's operations during the restrictions that are in place. The Commission's silos are operating as best as possible with the landfill running at usual capacity. The Recycling Facility is still operating with the product being stock piled and transported to a sorting facility when there is availability. The recycling being picked up is NOT going into the landfill.

The Planning Departments' employees are mostly working from their homes, with permits and inspections being fulfilled as needed. Any changes the Executive Committee feel need to be made, will be at the Board's discretion.

New Business

Committee & Staff Reports

C) Executive Directors Report

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

D) Regional & Collaborative Oversight Committee Report

T. James presented her report which was included in the Board Packages distributed by email. The Committee is perusing cost estimates for Insurance, Engineering, Accounting and Legal fees which would benefit all Municipalities.

E) Bylaw Committee Report

J. Tubbs presented his report along with the proposed changes to the Bylaws, which were emailed to the Members prior to the meeting. The Committee plan to meet a few more times before a final revision is brought forward to the Board.

F) Financial Report

W. Gamblin was not in attendance to present the report, which was included in the Board Packages. J. Wright presented the report while M. Porter presented the monthly financial statements.

20-29 It was moved by D. K. Stannix and seconded by D. Naish that the Commission approve the 2019 Audited Statements prepared by Teed Saunders Doyle & Co.

MOTION CARRIED UNANIMOUSLY

20-30 It was moved by D. Naish, seconded by T. James to forward a Memo of Understanding to Teed Saunders Doyle & Co. stating they will be appointed Auditors for the 2020 Fiscal Year and to make the formal appointment whenever the AGM is held.

MOTION CARRIED UNANIMOUSLY

20-31 It was moved by A. MacEachern and seconded by J. Tubbs that G) Financial Statements be added to the agenda.

MOTION CARRIED UNANIMOUSLY

20-32 It was moved by D. Blair, seconded by S. Walsh to accept the statements from the previous month which were delayed at the last meeting.

MOTION CARRIED UNANIMOUSLY

Date, time and location of next meeting

Thursday, May 28, 2020 @ 6:00 pm via Zoom Videoconference if the restrictions are not lifted. The Executive Director will keep members posted.

Question & Answer Period

D. Blair questioned the security of Zoom teleconferencing in regards to in camera sessions. It was decided it is secure, if the proper procedures are followed. Each participant must sign in and use a password which is circulated by the Executive Director. He also utilizes the Waiting Room feature, which as the meeting coordinator can allow or disallow participants into the meeting.

Adjournment

20-33 It was moved by D. Blair that the board meeting be adjourned at 6:57 pm.

MOTION CARRIED UNANIMOUSLY

Action Points

*** Executive Director to provide a monthly Strategic Plan Report at each meeting along with the ED Report.**

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

Joyce Wright, Chair SNBSC

Hollis Bartlett, Executive Director SNBSC