

**Southwest New Brunswick Service Commission – Board of Directors Meeting
Minutes of August 27th, 2020**

Present at Hemlock Knoll:

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

Present via Zoom:

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

Call to order

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

20-53 It was moved by W. Gamblin and seconded by H. Hatt that the agenda be accepted as presented.

MOTION CARRIED UNANIMOUSLY

B) Adoption of Minutes

20-54 It was moved by A. Townes seconded by T. James that the minutes of the June 25th, 2020 meeting be accepted as presented.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings

Welcome to the Campobello supervisor Dick Isabelle

The Chair welcomed Mr. Isabelle, the acting Mayor and Council for Campobello, to the Board.

Update on possible municipal insurance bulk discount

Luke Cain of Cain Insurance Services Ltd., the commercial insurance broker for the Commission has offered to do a presentation at a Board Meeting regarding municipal insurance pricing.

Hollis also informed the members of the Municipal Advisory Corporation which provides management leadership to member municipalities for group life and health benefits. Contact information is shown in the Action Points of these minutes.

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. Further discussion of this topic continued under Committee & Staff Reports – PMC.

New Business

Draft 2021 Budget Presentation

Hollis presented the Executive Summary of the 2021 Budget Highlights. There will be no tip fee increases for any members or other outside revenue streams.

Mark presented the 2021 Draft Budget.

Discussion of possible AGM in September

A motion was made by T. James, seconded by A. Townes to hold the Annual General Meeting following the September's Board Meeting. Three members voted in favour, with the remaining voting NAY.

MOTION NOT CARRIED

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 – August 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.

F) Regional & Collaborative Oversight Committee Report

H. Bartlett presented T. James' report as she was unavailable at this point in the meeting. It was included in the Board Packages distributed by email.

G) Bylaw Committee Report

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

H) PMC Report

D. Blair presented his report which was included in the Board Packages distributed by email.

20-55 It was moved by D. Blair and seconded by A. Townes to adopt the Southwest New Brunswick Service Commission: Climate Adaptation Plan, Version 1.0, as presented.

MOTION CARRIED UNANIMOUSLY

20-56 It was moved by D. Blair and seconded J. Tubbs to secure an implementor using ETF funding until March 31st, 2021.

MOTION CARRIED UNANIMOUSLY

I) Financial Report – M. Porter

Mark presented the July 2020 Financial Statements which were included in the Board Packages distributed by email.

J) Finance & Audit Committee Report – W. Gamblin

20-57 It was moved by W. Gamblin and seconded by D. Blair the board accept the recommendation of the Finance & Audit Committee to distribute the 2021 budget for the 45-day review period as required for municipalities, rural communities and Local Service Districts.

MOTION CARRIED UNANIMOUSLY

Date & Time of next Board Meeting

The next meeting of the Board be Thursday, September 24th, 2020 @ 6:00 pm.

Question & Answer Period

Adjournment

20-58 It was moved by D. Blair that the board meeting be adjourned at 8:07 pm.

MOTION CARRIED UNANIMOUSLY

Action Points

- * **Luke Cain, Cain Insurance Services Ltd. to attend Board Meeting**
- * **Municipal Advisory Corporation – Group Benefits contact: Brenda Knight, Secretary 506 471-2653
Email: brenda.knight@xplornet.com**
- * **Pricing for recycling product to Fero's facility in Woodstock**
- * **Send out the 10-year Capital Plan to Commission members**
- * **Send out 2021 Draft Budget to Municipalities and the Province**
- * **Waste Reduction calendar fridge magnets**

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

Joyce Wright, Chair SNBSC

Hollis Bartlett, Executive Director SNBSC