



## Southwest New Brunswick Service Commission Board Meeting – April 27, 2023, 6:00 pm

### Commission Members, Guests & Staff Present:

Harvey Matthews – Campobello	Ken Stannix – McAdam
John Craig – Eastern Charlotte	Jim Tubbs – Rural District
Brad Henderson – St. Andrews	Allan MacEachern – St. Stephen
Roger Fitzsimmons – Grand Manan	Denny Cogswell – Fundy Shores
Hollis Bartlett – CEO	Claudette MacLean – Corporate Director
Mark Porter – Financial Officer	Meagan Tinker – Executive Assistant
Charlane Hatt – ED Director	Cherie Stewart – Rec & Tourism Director
Ray Funk – CD Director	Darren McCabe – DOELG

### Call to order:

Chair, Ken Stannix called the meeting to order at 6:18 pm.

### Declaration of Quorum, Acknowledgement of Visitors:

Live streamed via YouTube.

### Conflict of Interest Declarations:

There were no conflicts of interest declared.

### Adoption of Agenda:

**23-18** It was moved by Jim Tubbs and seconded by Allan MacEachern to accept the agenda as presented.

MOTION CARRIED UNANIMOUSLY

### Adoption of Minutes:

**23-19** It was moved by Harvey Matthews and seconded by Brad Henderson to accept the minutes of March 23, 2023, as presented.

MOTION CARRIED UNANIMOUSLY

### Business Arising from Previous Meetings:

#### Strategic Plan Update

The CEO gave an update on the timeline for the strategic plan to be completed. The Board will be involved in the creation of this plan, and it will be presented at the June meeting.



## Southwest New Brunswick Service Commission Board Meeting – April 27, 2023, 6:00 pm

### **Dangerous & Unsightly Procedure Update**

Discussion ensued regarding the procedure to address unsightly premises. A couple of municipalities have signed up with the RSC for this service. All members are invited to contact Hollis if they are interested.

### **New Business:**

Brad Henderson reported on the RCMP meeting held a couple of weeks ago. He suggested that the Commission send a letter to the Minister asking for extra attention when allocating these resources out. Ken Stannix agreed that a draft letter be sent out to all members for review. He also stated his community has set up cameras and it has been very successful.

### **Committee & Staff Reports:**

#### **CEO's Report**

The CEO reviewed this report which was circulated with the board package. We had a major fire at the landfill a couple of weeks ago, and Hollis wanted to publicly thank the staff for their dedication as well as the fire departments.

#### **Presentation of the 2022 Audit Report and Audited Financial Statements**

Dylan Fitzherbert of Teed, Saunders joined the meeting to give an overview of the audited financial statements.

#### **Monthly Financial Report**

Mark Porter gave an overview of the March 2023 financial report.

### **Date & time of next regular meeting:**

The working session meeting will be on May 11<sup>th</sup> at 6 pm.

The next meeting of the Southwest New Brunswick Service Commission will be Thursday, May 25<sup>th</sup>, 2023 @ 6:00 pm at the Planning Office, 33 Wall Street, St. Stephen.

### **Q&A with the Public:**

James Tubbs asked about the status on bylaws being written. Hollis stated there is no update at this time. James then asked about a delivery model for economic development. Ken Stannix responded that it was decided last year that the board was going their own way for this particular year. Ken continues, stating at this time, a viable delivery model has not been chosen. No decision has been made until the board defines it further. Brad Henderson asked about strategic plan and how it ties in. Charlane Hatt hopes the presentation during the Annual General Meeting will clear



## Southwest New Brunswick Service Commission Board Meeting – April 27, 2023, 6:00 pm

up a lot of questions. Al MacEachern had questions about timelines. Discussion ensued, until it was decided to discuss it further during the presentation portion of the AGM.

### **Adjournment:**

It was moved by Brad Henderson to adjourn at 7:26 pm.