



Southwest New Brunswick Service Commission Board Meeting – August 24, 2023 @ 5:30 pm

Commission Members, Guests & Staff Present:

John Craig – Eastern Charlotte

Jim Tubbs – Rural District

Ken Stannix – McAdam

Harvey Matthews – Campobello

Brad Henderson – St. Andrews

Bonnie Morse, Grand Manan

Allan MacEachern – St. Stephen

Denny Cogswell – Fundy Shores

Darren McCabe

Hollis Bartlett – CEO

Meagan Tinker – Executive Assistant

Darrell Weare

Call to Order & Recording of Member Attendance:

Chair, Ken Stannix called the meeting to order at 5:29pm

Declaration of Quorum, Acknowledgement of Visitors:

Live streamed via YouTube.

Conflict of Interest Declarations:

There were no conflicts of interest declared.

Adoption of Agenda:

23-32 It was moved by J. Craig and seconded by H. Matthews to accept the agenda as presented.

MOTION CARRIED UNANIMOUSLY

Adoption of Minutes:

23-33 It was moved by J. Tubbs and seconded by A. MacEachern to accept the meeting minutes of July 27, 2023, as written.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings:

•Budget Priorities Presentation by H. Bartlett & Board Discussion: *Hollis provides the Board with a cleaner, slightly more precise breakdown of the budgetary items discussed at the previous meeting. This is not the final budget, as other outside input has not yet been received at this time. After brief discussion, the Board schedules a second 'budget review' meeting for September 5th.*

New Business:

•Eastern Charlotte Office Space: *K. Stannix opens discussion with roundtable thoughts from the board. The board discusses the pros and cons of this "satellite" office space, based on financial expenditures, staffing, and the basic need for a second location. The board discusses how a proposed space would be useful to expedite Planning Services, Committee needs, and regional meetings and services. There is also discussion of a more convenient location and other cost-effective options, staying in balance and fairness for all local governments in our region. The board requests more detailed financial information (staffing, how many days per week, heat, internet, etc.)*

23-34 It was moved by B. Henderson to table the proposed Eastern Charlotte Office Space. The motion is seconded by B. Morse.



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IN FAVOR: 5 OPPOSED: 3

•**Funding for Regional Organizations:** *The board re-reviews the draft policy for requests for regional funding. There are some major factors discussed that should be added to the policy, **should** the board even consider funding application requests. A few key points discussed were:*

- To even consider funding;*
- Funding consideration must benefit all of RSC 10;*
- Year-by-year reapplication process;*
- Applications must address what other sources are funding the request, and specifically how it benefits the region.*

23-35 It was moved by J. Craig to adopt the regional funding policy that has been drafted. H. Matthews seconds the motion.

MOTION RESCINDED & SECONDED

23-36 It was moved by J. Craig to continue to explore the policy for Regional Funding Requests. D. Cogswell seconds the motion.

MOTION CARRIED UNANIMOUSLY

•**Local Economic Development Meeting:** *The board requests a meeting with Synergy, Future St. Stephen, and Charlane Hatt.*

MEETING SCHEDULED: SEPTEMBER 5, @ 5:30PM. LOCATION TBD

Committee & Staff Reports:

CEO's Report:

Hollis presents the report to the board.

NO ACTION REQUIRED

Public Safety Update:

Hollis presents a handout of the Public Safety Meeting held on August 16th.

NO ACTION REQUIRED

Financial Update:

Hollis presents the financial report. There is no discussion.

NO ACTION REQUIRED

Upcoming Meetings:

**Local Economic Meeting (5:30pm-6:45pm) and Budget Review. Tuesday, September 5, 5:30pm, TBD*

**JPS Meeting with Minister Austin. Thursday, September 7, 6:30pm, Algonquin Hotel (for Mayors/CEOs/Councilors)*

**Special Budget Meeting. Thursday, September 14, 5:30. 33 Wall Street, St. Stephen. (No C.O.T.W)*

**Regular Meeting of the Board. Thursday, September 28, 5:30. 33 Wall Street, St. Stephen.*

Q&A with the Public:

There is none.

Adjournment:

It was moved by B. Morse to adjourn for closed session at 7:30pm.

ALL IN FAVOR