



Southwest New Brunswick Service Commission Board Meeting December 14, 2023 @ 5:30 pm

Commission Members, Guests & Staff Present:

John Craig – Eastern Charlotte

Jim Tubbs – Rural District

Ken Stannix – McAdam

Bonnie Morse, Grand Manan

Allan MacEachern – St. Stephen

Hollis Bartlett – CEO

Denny Cogswell – Fundy Shores

Meagan Tinker – Executive Assistant

Brad Henderson- St. Andrews

Call to Order & Recording of Member Attendance:

Chair, Ken Stannix called the meeting to order at 5:33pm

Declaration of Quorum, Acknowledgement of Visitors:

1 Board Member Absent: Quorum declared.

Conflict of Interest Declarations:

There were no conflicts of interest declared.

Adoption of Agenda:

*23-48 It was moved by B. Henderson and **seconded by J. Tubbs** to accept the agenda as presented.*

MOTION CARRIED UNANIMOUSLY

Adoption of Minutes:

*23-49 It was moved by A. MacEachern and **seconded by D. Cogswell** to accept the November 23, 2023, as written.*

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings:

- B. Morse asks about possible follow-up on the topic of requesting Mental Health Mobile Units, as discussed at the meeting with RCMP. H. Bartlett will update soon. There is brief discussion on the impact of time management and additional availability for the officers if the Mental Health Mobile Unit is successful.*

•H. BARLETT WILL UPDATE•

New Business:

*23-50 J. Craig makes a motion to establish operating and capital reserve funds for Regional Tourism Promotion Services, Regional Economic Development Services, Community Development Services, Regional Transportation Services, Regional Public Safety Committee Services and Regional Sport, Recreation and Cultural Infrastructure Support and Development Services. The motion is **seconded by J. Tubbs**.*

•ALL IN FAVOR. MOTION PASSES•

*23-51 J. Craig makes a motion to transfer \$100,000 from the Local Planning Services Operating Fund to the Local Planning Services Operating Reserves Fund. It is **seconded by D. Cogswell**.*

Discussion: H. Bartlett notifies the board of unbudgeted revenue received that could not be included in the original budget. Move into reserve funds now, as the Operational Cap (5%) has been removed and gives more flexibility. B. Morse reminds the board that putting too much money into Operations as it will cost in the end.

•ALL IN FAVOR. MOTION PASSES•



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23-52 It was moved by B. Henderson and seconded by B. Morse to transfer \$80,000 from the Regional Tourism Promotion Services Operating Fund to the Regional Tourism Promotion Services Operating Reserve Fund.

•ALL IN FAVOR. MOTION PASSES•

23-53 It was moved by B. Morse to transfer \$110,000 from the Regional Economic Development Services Operating Fund to the Regional Economic Development Services Operating Reserve Fund. The motion is seconded by A. MacEachern.

Discussion: H. Bartlett notifies the board of unbudgeted revenue received, much like motion 23-51. Chair, K. Stannix asks if there are any stipulations on how the money is spent. H. Bartlett replies that there is not.

•ALL IN FAVOR. MOTION PASSES•

Committee & Staff Reports:

- **Financial Update:** H. Bartlett:

J. Tubbs inquires about the need for new heavy equipment; lifespan, repairs, etc. H. Bartlett replies that the board will be looking into that a bit down the road. A. MacEachern asks about carts. H. Bartlett replies that not much has changed, but as the board moves into the new year, there may be a need for a motion from the board to state that the carts belong to residences where they exist now. It will become the responsibility of Circular Materials by May 2024.

Upcoming Meetings:

- **Committee of the Whole:** January 11, 2024, 5:30, 33 Wall Street.
- **Board Meeting:** January 25, 2024, 5:30, 33 Wall Street.



Adjournment:

It was moved by B. Morse to adjourn at 5:50 pm.

•ALL IN FAVOR•

ACTIONS REQUIRED:

- 1) H. Bartlett: Follow up on Mental Health Mobil Unit Research.