



Southwest New Brunswick Service Commission Board Meeting – January 12th, 2023, 6:00 pm

Commission Members, Guests & Staff Present:
(Absent members printed in bold and italics)

<i>Harvey Matthews – Campobello</i>	Ken Stannix – McAdam
John Craig – Eastern Charlotte	Jim Tubbs – LSD
Brad Henderson – St. Andrews	Allan MacEachern – St. Stephen
Bonnie Morse – Grand Manan	Denny Cogswell – Fundy Shores
Hollis Bartlett – Staff	Claudette MacLean – Staff

Guests:

Jason Gaudet	Linda Sullivan Brown
Roger Fitzsimmons	Chris Rayner

Call to order

CEO Hollis Bartlett, called the meeting to order at 6:01 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

23-01 It was moved by John Craig and seconded by Jim Tubbs to accept the agenda as presented.

MOTION CARRIED UNANIMOUSLY

Election of Officers

The CEO called for nominations three times.

- Allan MacEachern nominated Ken Stannix for Chair. Mayor Stannix won by acclamation of unanimous consent.
- Bonnie Morse nominated John Craig as Vice Chair. Mayor Craig won by acclamation of unanimous consent.
- Ken Stannix nominated Jim Tubbs as Member at Large. Mr. Tubbs won by acclamation of unanimous consent.

Presentation of Procedural by-laws Draft

The CEO reviewed changes to the by-laws, which consisted of mostly housekeeping items.



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The Standing committee's structure will be changed as well as a change in the way voting. A copy of the current version of the by-laws will be emailed to the members for the mandatory 45 days review.

Discussion: Board member portfolios & committees

The structure of new committees was discussed, with a suggestion that one board member is on each of the committees, giving each member a portfolio. A decision was made for a board member to nominate someone from their communities to sit on committees. Members are asked to bring recommendations for members back to the next meeting.

Discussion: Board remuneration

23-02 John Craig moved the Commission to compensate members at the following rates: \$ 150 per board meeting with the Chair receiving \$ 180. All Subcommittee members in attendance receive an \$ 80 per diem per meeting. Plus, mileage. Denny Cogswell seconded.

MOTION CARRIED UNANIMOUSLY

Discussion: Timeline of events for 2023

- January: election of officers. By-law revisions, committee appointments, etc.
- February/March: Audit, the start of the strategic plan
- April: AGM, annual report
- May/June: Strategic Planning & adoption of plans
- July/August: 2024 Budget preparation
- September/October: Budget presentation & approval

23-03 It was moved by John Craig seconded by Allan MacEachern that there will be no election of officers at the April AGM.

MOTION CARRIED UNANIMOUSLY

The CEO questioned if the members would like to meet with Auditors at the February Committee of the Whole meeting before the audit is carried out. Ken Stannix suggested it would be due diligence on the Board's part to continue this practice.

Q&A with the Public

Adjournment

It was moved by John Craig to adjourn at 7:10 pm.

Next Meeting

The next meeting of the Southwest New Brunswick Service Commission will be Thursday, January 26th, 2023 @ 6:00 pm at the Planning Office, 33 Wall Street, St. Stephen.