



## Southwest New Brunswick Service Commission Board Meeting February 22, 2024 @ 5:30 pm

### Commission Members, Guests & Staff Present:

John Craig – Eastern Charlotte

Jim Tubbs – Rural District

Bonnie Morse- Grand Manan

Allan MacEachern – St. Stephen

Brad Henderson- St. Andrews

Susan Farquharson- Fundy Shores

Dylan Fitzherbert- Teed Saunders Doyle

Hollis Bartlett – CEO

Meagan Tinker – Executive Assistant

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### Call to Order & Recording of Member Attendance:

*Vice Chair, John Criag called the meeting to order at 5:31pm*

### Declaration of Quorum, Acknowledgement of Visitors:

*2 Board Members Absent: Quorum declared.*

### Conflict of Interest Declarations:

*There were no conflicts of interest declared.*

### Adoption of Agenda:

**24-07 It was moved** by A. MacEachern and **seconded by** J. Tubbs to accept the agenda as presented.

-MOTION CARRIED UNANIMOUSLY

### Adoption of Minutes:

**24-08 It was moved** by A. MacEachern and **seconded by** B. Henderson to accept the January 25, 2024 minutes as written.

-MOTION CARRIED UNANIMOUSLY

**24-09 J. Tubbs motions** to enter closed session with D. Fitzherbert. **A. MacEachern seconds.** All in favor. The board enters closed session at 5:33pm.

### Business Arising from Previous Meetings:

*Out of closed session at 5:50pm.*

*H. Bartlett gives the community development & transportation report for February 2024. Of note is the hiring of the new grant writer and how that position is going thus far. The report includes an update on transportation efforts through collaboration with Charlotte Dial-A Ride, Project Village Car-Share, and the Charlotte County Senior Resource Centre.*

•NO ACTION REQUIRED•

### New Business:

#### •New Suggested Committee Structure Discussion, H. Bartlett

*H. Bartlett gives an overview of RSCs current committee structure. He has checked around the province and offers a suggested structure. He suggests the possibility of starting a Community Services Committee. The structure is completely open for discussion. There is talk of a sub committee consisting of experts, stakeholders, and specialists in the subject matter. Ultimately, a committee structure decision should be completed by the AGM.*

**(24-10) B. Henderson motions to table committee discussion until the next meeting. A. MacEachern seconds.** There is more discussion. B. Morse suggests possible not needing a new subcommittee, but possibly adding an additional meeting of the board on a quarterly basis, to discuss only Community Services.



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- ~~24-10~~ **B. Henderson withdraws this motion to table. A. MacEachern also withdraws his second.** Conversation ensues. J. Tubbs uses the Landfill Advisory Committee as an example of committees needing to meet on a more consistent schedule. There is some discussion on attendance of representatives and proxy's for the current RSC Committees.
- REVISIT NEXT BOARD MEETING•

### Committee & Staff Reports:

#### •CEO Report & Financial Update, H. Bartlett:

H. Bartlett gives a brief update on solid waste, the uptick in commercial work through Planning, and shows the board the new Emergency Assistance page on our website. There are some questions and suggestions made by the board regarding the Emergency Assistance page.

•REVISIT NEXT MEETING•

There is nothing much of note on the financial update. Audit is underway. A. MacEachern asks for side-by-side year comparisons on the Financial Update Reports. H. Barlett will continue that moving forward.

### Upcoming Meetings:

- Committee of the Whole: March 7, 2024, 5:30, 33 Wall Street.
- Board Meeting: March 21, 2024, 5:30pm, Magagaudavic Place Conference Room

### Q&A with public:

None.

J. Tubbs inquires about trademarking the Travel Promotion slogan. H. Bartlett has investigated the process and states that is expensive and time-consuming.

•REVISIT AT MARCH C.O.T.W.•

### Adjournment:

It was moved by J. Tubbs to adjourn at 6:39 pm.

•ALL IN FAVOR•

### ACTIONS REQUIRED:

- 1) March Board: Discuss Committee Structure further.
- 2) March Board: Discuss Emergency Assistance Page on Website
- 3) March C.O.T.W.: Tourism Promotion Slogan Trademarking