



Southwest New Brunswick Service Commission Board Meeting April 25, 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
Ken Stannix- McAdam	Denny Cogswell - Fundy Shores
Harvey Matthews - Campobello	Wayne McQuarrie - Eastern Charlotte
Kate Akagi - St. Andrews	Hollis Bartlett - CEO
Mark Porter - Financial Officer	Darren McCabe - MSR
Trisha Dickerson - Executive Assistant	Claudette MacLean - Corporate Director
Cherie Rice - Tourism and Recreation	Heather Chase - Horizon Health
Nick Curtis - Community Grant Writer	Charlane Hatt - Economic Development
Dylan Fitzherbert - Teed and Saunders	Raymond Funk - Community Development

Call to Order & Recording of Member Attendance:

Chair, Ken Stannix called the meeting to order at 5:34 pm

Declaration of Quorum, Acknowledgement of Visitors:

Quorum declared.

Conflict of Interest Declarations:

There were no conflicts of interest declared.

Adoption of Agenda:

24-14 It was moved by J. Tubbs and seconded by J. Craig to accept the agenda as presented. -MOTION CARRIED UNANIMOUSLY

Adoption of Minutes:

24-15 It was moved by D. Cogswell and seconded by H. Mathews to accept the March 21, 2024, minutes as written. -MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings:

The presentation of the 2023 Audit Report and Financial Statements was completed by D. Fitzherbert of Teed, Saunders & Co. He gave a brief overview of the results and a communication summary. There were no questions posed about the report.

M. Porter reviewed the 2023 financial statements in detail and answered questions from the board. K. Stannix questioned the modifications to the closure fund with M. Porter explaining the details of the adjustments based on estimates vs actual asset value. No further questions arose.



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New Business

Horizon CNHA Update

H. Chase updated the group on the CHNA (Community Health Needs Assessment) progress. It was noted that the assessment encompassed all the southwest region and included initial findings. A draft report has been completed and is under review with a working document scheduled for June 2024.

Community Promotion Fund Update

C. Hatt reviewed the grant program overview with the main activity being promoting the region. She discussed the status of the fund and noted she is working with C. Rice and another agency to complete a video. They are also building a team with Horizon Health to review potential assistance with recruitment for our region. The fund is intended to assist Horizon Health with recruitment in our region.

B. Morse questioned how those funds are split out over the regions with C. Hatt noting she would follow up with Mayor Morse. B. Morse also suggested that the hospital manager from Grand Manan should be a part of the team.

Committee Schedule

H. Bartlett suggested that subcommittee meetings should be a minimum of four meetings a year. He reviewed potential changes which would include the following subcommittees: Tourism and Recreation, Economic Development, and Community Development. The Committee of the Whole as well as Public Safety and PRAC would not change.

B. Morse requested a schedule be shared with the board members.

24-16 It was moved by J. Craig and seconded by J. Tubbs that George Wheeler be appointed to the PRAC. - Motion carried unanimously.

24-17 It was moved by B. Morse and seconded by D. Cogswell that Cara Greenlaw be appointed to the Tourism Committee. - Motion carried unanimously

Community Development

R. Funk introduced Nick Curtis to the board and discussed his role as a community grant writer. He also explained the progress of the grant writing program. A. MacEachern requested they attend a council meeting once they are settled. R. Funk noted that the online questionnaire is open until April 30th and encourages the group to review this. He did a quick update on the status of the Regional Transportation Advisory Committee and will continue to update the board as this moves forward.



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Economic & Workforce Development

C. Hatt gave a brief update on the Southwest Business Summit to take place June 26th to 28th 2024 at the Algonquin Hotel, St Andrews NB. She discussed her involvement with Envision Saint John and the current collaboration in the region.

Tourism Promotion

C. Rice reviewed the current Tourism promotions, marketing plan, webpage, and new visitor guides. She walked the group through the new website and how it is navigated. As well she noted that phase two of the webpage will be launched by the end of May 2024.

Financial Update

M. Porter reviewed the March 2024 financial statement which was circulated with the board package.

B. Morse requested staff updates a couple of times going forward, and CEO Hollis Bartlett agreed to provide this.

Upcoming Meetings:

Committee of the Whole – Thursday, May 9th at 5:30 pm at 33 Wall Street, St. Stephen, NB

Board Meeting – Thursday, May 23rd at 5:30 pm at 33 Wall Street, St. Stephen, NB

Questions from the Public:

Adjournment:

It was moved by John Craig to adjourn the meeting at 7:06 pm.