



## Southwest New Brunswick Service Commission Board Meeting March 21, 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      Ken Stannix-McAdam  
Denny Cogswell- Fundy Shores      Harvey Matthews-Campobello      Hollis Bartlett – CEO  
Meagan Tinker – Executive Assistant

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

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

### Declaration of Quorum, Acknowledgement of Visitors:

*Quorum declared.*

### Conflict of Interest Declarations:

*There were no conflicts of interest declared.*

### Adoption of Agenda:

**24-11** *It was moved by J. Craig and seconded by H. Matthews to accept the agenda as presented.*      -MOTION CARRIED UNANIMOUSLY

### Adoption of Minutes:

**24-12** *It was moved by J. Craig and seconded by A. MacEachern to accept the February 22, 2024 minutes as written.*      -MOTION CARRIED UNANIMOUSLY

### Business Arising from Previous Meetings:

#### •Committee Structure, H. Bartlett

*H. Bartlett is bringing this topic back from previous meetings. At the next Committee of the Whole meeting, he will present what the committees' structures are currently like with additional suggestions.*

*He is hopeful that committees will consist of subject matter specialists. The committees should be advisory. He is also looking towards a standing meeting schedule. B. Morse suggests more representation for the Islands.*

### New Business:

#### •Fuel Tanks, H. Bartlett

*This is a new issue that has come up. Department of Environment did a review of the generators/fuel tanks at the landfill and found they no longer meet standards. Upon reviewing repairs/rebuilds, it was established that new generator will need to be purchased. H. Bartlett notifies the board that monies were set aside for an RFP Study for the landfill in the budget. He suggests deferring the study for one year and use the funds to replace the generator. There is some discussion on kilowattage needed, propane vs. diesel.*

**24-13** *It was moved by J. Tubbs that the RFP Study be deferred for one year and use the funds to replace/upgrade the Fuel tanks and Generators. The motion is seconded by H. Matthews.*

-MOTION CARRIED UNANIMOUSLY



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### •Tourism Reserve Fund, H. Bartlett

H. Bartlett reminds the board that the end of last year, we moved monies for the Tourism Website Project to operating reserve. The project is now halfway completed, and the funds need to be accessed.

**24-14 B. Henderson motions to move the Tourism Reserve Funds (\$80,000) from the operating reserve. J. Craig seconds the motion.**

-MOTION CARRIED UNANIMOUSLY

### Committee & Staff Reports:

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

*H. Bartlett says this CEO report is a little different than normal. The annual report is upon us, so all staff reports are being utilized for the report.*

### Upcoming Meetings:

- Committee of the Whole: April 11, 2024, 5:30, 33 Wall Street.
- Board Meeting & AGM: April 25, 2024, Hemlock Knoll, Lawrence Station
- RCMP Annual Priorities: April 16, 5:30pm

### Q&A with public:

*None.*

### Adjournment:

*It was moved by J. Craig to adjourn at 6:17 pm.*

•ALL IN FAVOR•

**ACTIONS REQUIRED:**