



## Southwest New Brunswick Service Commission Board Meeting – January 26th, 2023, 6:00 pm

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

Harvey Matthews – Campobello	Ken Stannix – McAdam
John Craig – Eastern Charlotte	Jim Tubbs – Rural District
Brad Henderson – St. Andrews	Allan MacEachern – St. Stephen
Bonnie Morse – Grand Manan	Denny Cogswell – Fundy Shores
Hollis Bartlett – CEO	Claudette MacLean – Corporate Director
Chris Rayner – Eastern Charlotte	Linda Sullivan Brown – Fundy Shores

### Call to order:

Chair, Ken Stannix 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 initially. Jim Tubbs declared a conflict of interest with the addition to the agenda of the Charlotte County Ground Search and Rescue request.

### Adoption of Agenda:

**23-04** It was moved by John Craig and seconded by Harvey Matthews to accept the agenda with two additions: Charlotte County Ground Search and Rescue formal request, as well as setting up an office in Eastern Charlotte.

MOTION CARRIED UNANIMOUSLY

### Adoption of Minutes:

**23-05** It was moved by James Tubbs and seconded by Brad Henderson to accept the minutes of January 12, 2023, special meeting as well as the minutes of September 22, 2022, as presented.

MOTION CARRIED UNANIMOUSLY

### Business Arising from Previous Meetings:

Weighted Voting Information

Hollis Bartlett gave a presentation on the Voting Guidelines Table for Regional Service Commissions. This is a draft, it's not final and not for circulation. (attached)



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### Committees & Nominees

Hollis Bartlett previously identified new committees to be formed. Brad Henderson suggested every member recommend someone from their community to ensure each member has a voice at the table. John Craig stressed the Tourism and Recreation Committee must be split into two separate committees with all members agreeing. The next meeting is a Committee of the Whole, which this item will be the main topic. Hollis will resend a copy of the list of Committees that need to be set up. An online form will be available for members to assign themselves to the committees of their choice as well as recommendations for additional members. The Public Safety Committee is a priority for all regions and will have a larger number of members.

### **New Business:**

#### Committee-of-the-whole meeting format

Hollis Bartlett discussed the committee of the whole meeting format. There will be reports from each committee to discuss any motions to be brought forward at the Board Meeting. This meeting will be replacing the function of the Executive, HR, and Finance & Audit Committees. Allan MacEachern suggested a committee of the whole meeting be part of the Board Meeting. Ken Stannix felt a committee of the whole meeting is a little more open and should try it for a couple of months and see how it pans out.

#### Expense & Per Diem Submission

Hollis Bartlett gave a presentation on a new online form he created. **RSC10.org** will go to a database that Claudette will retrieve and pay the per diem monthly thru the payroll module, with mileage and other expense paid by cheque.

#### Additional Item – Charlotte County Ground Search and Rescue

Charlotte County Ground Search and Rescue made a request to the Commission for a one-time financial support of \$ 7500 towards the purchase of a new Command Post. Their second request is to provide financial oversight to acquire the committed funding from Regional Development Corporation (RDC).

**23-06** It was moved by John Craig, seconded by Harvey Matthews that the Commission donates \$ 7500 to Charlotte County Ground Search and Rescue for their new Command Post.

**MOTION CARRIED UNANIMOUSLY**

**23-07** It was moved by Harvey Matthews, seconded by Brad Henderson to provide financial oversight to Charlotte County Ground Search and Rescue.

**MOTION CARRIED UNANIMOUSLY**



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### Additional Item – Satellite Office in Eastern Charlotte

A kiosk at the Fundy Shores Community Office is being set up to apply for building permits on a trial basis. Once the system is set up, staff would be able to set one up in each community. Hollis will do some work on this and see how to fit it into the budget. Denny Cogswell felt a physical structure should be in place in Eastern Charlotte. Ken Stannix noted there should be a business plan on how this is going to pay for itself. Staff will come back to the Board with more options and costs for the February Board Meeting.

### **Committee & Staff Reports:**

#### CEO's Report

A copy of this report was circulated with the board package. An RFP for a consultant to complete a strategic plan will be sent out with a short list being brought back to the Board.

#### 2022 Financial Snapshot

A copy was included in the board package. This is not a financial statement. K. Stannix noted a decision was made in the past on a Green Incentive, to disperse 50% of the surplus into capital reserve and 50% to municipalities. Consideration will be given to anything that would lessen the community's impact on the environment. Hollis noted as of this year, there isn't a cap on the operational reserve fund, meaning any surplus can be put into the reserve fund in December and withdrawn in January.

### **Date & time of next regular meeting:**

The next meeting of the Southwest New Brunswick Service Commission will be Thursday, February 23rd, 2023 @ 6:00 pm at the Planning Office, 33 Wall Street, St. Stephen.

The working session meeting will be on February 9<sup>th</sup> at 6 pm.

### **Q&A with the Public:**

### **Adjournment:**

It was moved by Jim Tubbs to adjourn at 7:42 pm.