Southwest New Brunswick Service Commission Board
Meeting July 23, 2026 @ 5:30 pm

Present: (*absent members in orange, virtual in italics*)

Wayne Sturgeon - Grand Manan
Steve Backman - St. Stephen
Steve Neil – St. Andrews
Harvey Matthews – Campobello

John Craig - Eastern Charlotte
Denny Cogswell– Fundy Shores
Sam Walsh - Rural District
Ken Stannix - McAdam

Hollis Bartlett – CEO
Kris Amos - CFO

Trisha Dickerson – Executive Coordinator

Statement of Disclosure

Statements of Disclosure were distributed to be signed, witnessed and dated.

Election of Officers

At 5:48, **H. Bartlett** took over as Chair and moved forward with the election of officers. He called for nominations at 5:50.

1st call: **D. Cogswel**l nominated **B. Morse** for Chair. She accepted the nomination.
2nd none.
3rd none.

Result: Bonnie Morse was declared Chairperson by acclamation

H. Barlett called for nominations for **Vice Chair**
1st call **D. Cogswel**l nominated **J. Craig**. He accepted the nomination
2nd none
3rd none

Result: J. Craig was declared Vice Chair by acclamation.

H. Bartlett called for **Member at Large** nominations
1st **J. Craig** nominates **S. Walsh.** He accepted the nomination
2nd none
3rd none

Result: S. Walsh declared the Member at Large by acclamation.

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Call to Order & Recording of Member Attendance:

Vice Chair, **J. Craig,** called the meeting to order at 5:52 pm.

Declaration of Quorum, Acknowledgement of Visitors:
Quorum declared.

Conflict of Interest Declarations:
No conflicts of interest were declared.

Adoption of Agenda:
26-11 It was moved by **S. Neil** and seconded by **D. Cogswell** to accept the agenda as presented.
MOTION CARRIED UNANIMOUSLY

Adoption of Minutes of Board Meeting, April 23, 2026:

26-12 It was moved by **D. Cogswell** and seconded by **K. Stannix** to accept the meeting minutes as presented.
MOTION CARRIED UNANIMOUSLY

Business arising from the previous meeting:

Committee Structure and Appointments: H. Bartlett took the floor to review the current committee membership and provide updates. H. Bartlett noted that a motion would be required to approve the proposed committee changes.

26.13 It was moved by **D. Cogswel**l to remove Deanna Bent and appoint Rachel Clark to the Community Development Committee, to remove David Frances and Lori Kelly from the Economic Development Committee and to add Anne Laurie to the Economic Development Committee. Seconded by **S. Neil**
MOTION CARRIED UNANIMOUSLY

26.14 It was moved by **K. Stannix** to add Faye Earle to the Community Development Committee, seconded by **D. Cogswell**
MOTION CARRIED UNANIMOUSLY

Business arising from previous meetings:
Committee structure & appointments. H. Bartlett then reviewed the committee policies with the Board of Directors, noting that there is some difference between advisory committees and standing committees. H. Bartlett reviewed potential updates to the committee bylaws and considered next steps. H. Bartlett offered to draft new terms of reference for the board to review. J. Craig questioned the current policy to ensure all committees had full regional representation. The committee discussed the level of expertise that would warrant committee member approval, regardless of regional location. After some further discussion on the full process of committee membership and regional representation clarification, the Board requested H. Bartlett prepare a draft committee policy for future review. It is requested by the Board to include some type of equalized regional representation on the committees.

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New Business:

2027 Draft Budget Discussion: J. Craig passed the floor H. Barlett, who introduced K. Amos as the new CFO for SNBSC. K. Amos took the floor to discuss the quick and high-level draft budget, reviewing the revenue and expenses. He noted that this is a quick overview and that the final draft would be completed in the coming weeks. He then reviewed the upcoming potential fee changes, with no major changes or concerns noted. He discussed a potential 8% increase due to the cost-of-living increase and inflation. H. Bartlett noted that there are no expected tipping fee increases. The Board discussed the draft idea of a shared engineer; this has been accounted for in the current budget draft. H. Bartlett reviewed the potential role of this shared engineer, noting they would not replace any engineers currently contracted by the municipalities.

Staff Reports:

H. Bartlett reviewed the staff reports as presented in the board package, beginning with solid waste, moving on to local and regional planning. J. Craig passed the floor to S. Walsh to discuss the PRAC committee updates, including the Bell tower meetings and the positive public and PRAC members' reception. H. Bartlett then moved on to economic development, community development, and Tourism. Once complete and all questions were answered, He then moved on to the CEO report, and K. Amos spoke to the financial statement. These reports were distributed via email, and copies were provided during the meeting. The Board had no questions or concerns at this time.

Q&A with the Public:

No questions were presented.

Adjournment of the regular meeting:

W. Sturgeon has moved to adjourn the meeting at 7:10 pm.

Upcoming Meetings:

August 13: Committee-of-the-whole
August 27: Board Meeting