



Southwest New Brunswick Service Commission Board Meeting February 27, 2025 @ 5:30 pm

Commission Members, Guests & Staff Present:

John Craig - Eastern Charlotte

Allan MacEachern - St. Stephen

Ken Stannix – McAdam

Harvey Matthews – Campobello

Jim Tubbs - Rural District

Denny Cogswell - Fundy Shores

Roger Fitzsimmons – Grand Manan

Brad Henderson – St. Andrews

Hollis Bartlett – SNBSC CEO

Trisha Dickerson – SNBSC Executive Assistant

Call to Order & Recording of Member Attendance:

Vice Chairman **J. Craig** called the meeting to order at 5:32 pm

Declaration of Quorum, Acknowledgement of Visitors:

Quorum declared.

Conflict of Interest Declarations:

There were no conflicts of interest declared.

Adoption of Agenda:

25-06 It was moved by **A. MacEachern** and seconded by **H. Matthews** to accept the agenda as presented
-MOTION CARRIED UNANIMOUSLY

Adoption of Minutes of Board Meeting, January 23, 2025:

25-07 It was moved by **H. Matthews** and seconded by **K. Stannix** to accept the agenda as presented
-MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings:

J. Craig turned the floor to H. Bartlett to discuss strategic plan priorities and results from the previous meetings. H. Bartlett noted no significant changes to the current priorities, but strategies could change. H. Bartlett will keep the board updated.

New Business:

H. Bartlett discussed Overcoming Poverty Together four reports, as attached to the current board package, noting that ESIC would like to meet with each RSC and discuss the report's details. The board discussed this and decided they would like H. Bartlett to set up this meeting as a special meeting and follow up with the board. This meeting could potentially be open to other stakeholders and the council.

Committee and Staff Reports:

H. Bartlett reviewed the CEO, committee, and staff reports as attached to the package. No significant changes or concerns were noted.



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B. Henderson recused himself from the following motion due to a conflict of interest.

25-07 - That the Board authorizes the Southwest New Brunswick Service Commission (SNBSC) to enter into an agreement with the Town of Saint Andrews (Town) to provide a registered professional planner (RPP) to the Town, on a fee-for-service arrangement, to function as a heritage officer for defined limited functions:

- Reviewing incoming building or development permit applications within the heritage conservation area to determine whether they also require heritage permits.
- Reviewing and managing intake of heritage permits.
- Writing reports to the Town of Saint Andrews' heritage board about any proposals to demolish or modify heritage buildings.
- Providing support to the Town of Saint Andrews' in matters relating to heritage inspections.
- Moved by **H. Matthews**, Seconded by **J. Tubbs**.

-MOTION CARRIED UNANIMOUSLY

H. Bartlett reviewed the financial update for January 2025. He discussed the details of this report with the board, and no concerns or questions were noted.

Upcoming Meetings:

The next scheduled meeting date is 5:30 pm, March 13, 2025. Committee of the Whole at Magaguadavic Place, Eastern Charlotte, Minister Kennedy Attending

The regular Board meeting will take place at 5:30 pm, March 27, 2025

K. Stannix noted that March 27th may be a conflicting day for the meeting and suggested that the board consider rescheduling. After some discussion, the conflict was not an issue, and the board felt the meeting could carry on as scheduled.

Q & A from the Public

No questions were presented.

Adjournment of the regular meeting:

H. Matthews moved to adjourn the meeting at 6:33 pm