



Southwest New Brunswick Service Commission Board Meeting August 28, 2025 @ 5:30 pm

Present: (*absent members in italics*)

Bonnie Morse – Grand Manan
Allan MacEachern - St. Stephen
Kate Agaki – St. Andrews
Harvey Matthews – Campobello

John Craig - Eastern Charlotte
Denny Cogswell– Fundy Shores
Jim Tubbs - Rural District

Hollis Bartlett – CEO
Mark Porter – SNBSC Financial Officer

Trisha Dickerson – Executive Coordinator

Call to Order & Recording of Member Attendance:

Chair **B. Morse** called the meeting to order at 5:33 pm.

Declaration of Quorum, Acknowledgement of Visitors: No visitors present

Quorum declared.

Conflict of Interest Declarations:

No conflicts of interest were declared.

Adoption of Agenda:

25-31 It was moved by **J. Craig** and seconded by **A. MacEachern** to accept the agenda as presented.

MOTION CARRIED UNANIMOUSLY

Adoption of Minutes of Board Meeting, June 26, 2025:

25-32 It was moved by **J. Craig** and seconded by **H. Matthews** to accept the meeting minutes as presented.

MOTION CARRIED UNANIMOUSLY

Business Arising from Previous Meetings:

25-33 It was moved by **H. Matthews** and seconded by **J. Tubbs** to revise motion #25-29, transfer of \$1,357,000 from capital reserve to operating account for purchase of landfill compactor, to be \$1,230,574.47 to make the amount reflective of the purchase price of HST rebate.

MOTION CARRIED UNANIMOUSLY

New Business:

2026 Draft budget presentation – H. Bartlett reviewed the 2026 draft budget summary as presented in the board package, again noting he will be available to discuss this with any municipal council if requested. No questions were presented.

25-34 It was moved by **J. Craig** and seconded by **H. Matthews** to give notice of the vote on October 23, 2025, to approve the 2026 budget and distribute a copy of the proposed budget to its members that are local governments and to the Minister, in accordance with section 28(1) of the Regional Service Delivery Act.

MOTION CARRIED UNANIMOUSLY



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Staff Reports:

Copies of the staff/CEO reports, as well as financial reports, were distributed via email and on the website, and paper copies were also made available.

H. Bartlett read all reports, starting with Solid Waste, then moving on to Local and Regional Planning, Regional Economic and Workforce Development, and Regional Community Development—lastly, the CEO's Report and the Financial Report.

A recommendation from the solid waste report was presented to carry out a formal engineering design for the future wellfield expansion. Hollis will follow up with more information once provided.

After reviewing the Local and Regional Planning report, a motion was requested:

25-35 It was moved by **J. Craig** and seconded by **D. Cogswell** that SNBSC opt out of CRINS, notify CRINS of the decision, appoint PRAC to serve as the designated land use authority to provide letters of concurrence with Industry Canada, and adopt the proposed Antenna Siting Protocol.

MOTION CARRIED UNANIMOUSLY

Once staff reports were complete, Hollis noted that a meeting with the Minister of Public Safety is scheduled to take place on September 18, 2025, in St. Stephen. He will forward the official invitation once received.

Q&A with the Public:

No questions presented.

Adjournment of the regular meeting:

J. Craig has moved to adjourn the meeting at 6:42 pm.

Upcoming Meetings:

September 11, 2025:	Committee of the Whole
September 25, 2025:	Board Meeting