# Southwest New Brunswick Service Commission
## Board Meeting November 28, 2024, @ 6:00

**Commission Members, Guests & Staff Present:**

John Craig - Eastern Charlotte
*Brad Henderson – St. Andrews*
Denny Cogswell - Fundy Shores
*Ken Stannix – McAdam*
Hollis Bartlett – CEO
Jim Tubbs - Rural District
Allan MacEachern - St. Stephen
Harvey Mattews – Campobello
Trisha Dickerson – Executive Assistant

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**Call to Order & Recording of Member Attendance:**
Chair, J. Craig called the meeting to order at 6:05 pm

**Declaration of Quorum, Acknowledgement of Visitors:**
Quorum declared; no visitors were present.

**Conflict of Interest Declarations:**
There were no conflicts of interest declared.

**Adoption of Agenda:**
24-33 It was moved by **A. MacEachern** and seconded by **J. Tubbs** to accept the agenda as presented -MOTION CARRIED UNANIMOUSLY

**Adoption of Minutes of Board Meeting, October 24, 2024:**
24-34 It was moved by **H. Matthews** and seconded by **D. Cogswell** to accept the agenda as presented -MOTION CARRIED UNANIMOUSLY

**Adoption of Minutes of Board Meeting, October 29, 2024:**
24-35 It was moved by **A. MacEachern** and seconded by **H. Matthews** to accept the agenda as presented -MOTION CARRIED UNANIMOUSLY

**Business Arising from Previous Meetings:**
Strategic Planning Update scheduled for January 11 at 10am, location Magaguadavic Place. It was agreed that the January Committee of the Whole meeting will take place as scheduled.

**New Business:**
H. Bartlett spoke to the requested motion as due to a new development this is no longer required. This will be addressed in the new year.

**Committee and Staff Reports:**
H. Barlett reviewed the current staff and committee reports including economic development and landfill advisory committee. It was noted that Economic development has received funding, and more information will be presented to the board as the development unfolds. H. noted the LAC report had been provided to the board of directors and reviewed this with the board. Noting that the new GIS database is complete, all historical data is now online in a database that can be reviewed for trends and efficiency. No questions arose from either report.

He then reviewed the CEO report, noting that a new agreement has been signed with one of our US customers and conversations are ongoing with other customers. No questions arose. H. Bartlett noted that a public safety meeting will be held in early December, potentially, he will update the board as more information becomes available. H. Barlett noted due to potential jury duty, he may need a request for leave, he will keep the board updated as this would impact on the public safety committee meeting. J. Tubbs requested the RCMP quarterly report, H. Barlett informed the board that this report has not been received yet. No other questions arose. H. Barlett discussed the end-of-year staff updates and requested to provide a thank you to the staff on behalf of the board of directors, the board agreed.

H. Bartlett then reviewed the financial update, noting any surplus and provided a brief explanation of these numbers. No concerns were noted.

Upcoming Meetings:
Next scheduled meeting date is December 12, 6:00pm at Salt Bight (Committee of the Whole)

Q & A from the Public
N/A

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