SOUTHWEST NEW BRUNSWICK
SERVICE COMMISSION

Thursday, November 26, 2026
33 Wall Street or Zoom

Regular Board Meeting Agenda DRAFT

November 2026 · Regular meeting of the Board of Directors

1 Call to Order

Chair

- Call to order & recording of member attendance
- Declaration of quorum and acknowledgement of visitors
- Conflict of interest declarations
- Adoption of the agenda
- Adoption of minutes of Board meeting, October 22, 2026

2 Business Arising from Previous Meetings

Saint John Airport Inc. Board: Nomination of the Regional Representative

Tabled October 22, 2026 pending the YSJ Board terms of reference and further information. See the YSJ Board nomination briefing and Saint John Airport Inc. correspondence.

MOTION TO TAKE FROM THE TABLE

"The Board of the Southwest New Brunswick Service Commission RESOLVES to take from the table the motion to nominate Bryana Ganong to a second three-year term as the regional representative on the Saint John Airport Inc. Board, tabled on October 22, 2026 (Motion 26-32)."

MOTION (AS TABLED)

"The Board of the Southwest New Brunswick Service Commission RESOLVES to nominate Bryana Ganong to a second three-year term as the regional representative on the Saint John Airport Inc. Board."

Rural Transit Solutions Fund (RTSF): Agreement Resolution

Motion 26-33 did not use the wording required by Infrastructure Canada for the "Purchase of wheelchair accessible vehicles to service rural Southwest NB" agreement.

MOTION TO RESCIND

"The Board of the Southwest New Brunswick Service Commission RESOLVES to rescind Motion 26-33 of October 22, 2026, 'that the Board of the Southwest New Brunswick Service Commission accept the Rural Transit Solutions Fund (RTSF) funding', to be replaced with the resolution in the form required under the Agreement."

MOTION · RESOLUTION 2026-01

"That the Southwest New Brunswick Service Commission confirm that it meets all the requirements of Canada–Rural Transit Solution Fund Agreement, and that the CEO can be authorized to execute the agreement on behalf of the Commission."

3 New Business

Regional Transportation: Joint RSC Letter to Premier Holt

Chairs are asked to sign by November 30, 2026.

MOTION

"The Board of the Southwest New Brunswick Service Commission RESOLVES to support the joint letter of New Brunswick's 12 Regional Service Commissions to the Honourable Susan Holt, Premier of New Brunswick, dated November 18, 2026, on provincial transportation investments and opportunities for greater collaboration and coordination, and authorizes the Chair to sign the letter on behalf of the Commission."

SNBSC Letter of Support: Canada FIRM Challenge

Initial application due December 3, 2026; letters of support due December 15, 2026.

MOTION

"The Board of the Southwest New Brunswick Service Commission RESOLVES to approve the SNBSC Letter of Support to the Canada Forest Innovation and Renewable Markets (FIRM) Challenge for a regional Bioeconomy Development Opportunity (BDO) Zone Rating application, as presented, and authorizes the Chair and CEO to sign the letter on behalf of the Commission."

4 Strategic Planning

Strategic Plan 2027–2031: Gate 1, Launch and Mandate

November phase of the six-month, Board-led process adopted October 22, 2026 (Motion 26-30, as amended).

- Project charter and confirmed schedule (November 2026 to April 2027)
- Director champion roles for each service area
- Director interviews (November)
- Next phase: "Where we are", situation report for each service (Gate 2, Strategic Planning Committee, December 17)

MOTION

"The Board of the Southwest New Brunswick Service Commission RESOLVES to approve the Strategic Plan 2027–2031 Project Charter, including its scope, timeline and Board gates, and a project budget of $25,000 funded by the Department of Environment and Local Government; and confirms that the full Board serves as the Strategic Planning Committee, with a quorum of four or more members."

DISCUSSION

Director champions for each service area (Project Charter, Section 5). A champion works with the CEO and the division lead to build that part of the plan. Where possible, a director does not champion a service in which their own community is the dominant user.

Role	Works with / links to
Board Chair: Plan Sponsor	Chairs Strategic Planning Committee meetings; signs off each gate
Solid Waste Champion	Solid Waste Manager
Local Planning Champion	Director of Planning
Economic Development Champion	Business and workforce partners
Community Development Champion	Social, health and housing partners
Tourism Champion	Tourism operators and the provincial tourism department
Transportation Champion	Transit providers and island communities
Engagement and Finance Champion	Oversees engagement; checks every priority can be funded (s. 27)

MOTION

"The Board of the Southwest New Brunswick Service Commission RESOLVES to confirm the director champion roles for each service area, as presented."

5 Staff Reports

- Solid Waste
- Local & Regional Planning
- Regional Economic & Workforce Development
- Regional Community Development: no report this month
- Regional Tourism Promotion
- CEO Report
- Financial Report

6 Q&A with Public

7 Adjournment of Regular Meeting

Chair

8 Upcoming Meetings

Date	Meeting
Thursday, December 10, 2026	Regular Board meeting, 33 Wall Street (replaces the usual December Committee of the Whole)*
Thursday, December 17, 2026	Strategic Planning Committee: Gate 2, situation reports

*The December Board meeting moves to December 10 and replaces the Committee of the Whole meeting usually held that evening.