Board Meeting Minutes

Regular meeting of the Board of Directors · October 22, 2026

MEETING	DATE	SCHEDULED	STATUS
Regular Board Meeting	October 22, 2026	5:30 PM	For adoption November 26, 2026

1 Attendance

Board member	Community	Attendance
Bonnie Morse	Grand Manan (Chair)	Virtual
John Craig	Eastern Charlotte (Vice Chair)	In person
Steve Backman	St. Stephen	In person
Denny Cogswell	Fundy Shores	In person
Annette Harland	St. Andrews (Alternate Director)	In person
Sam Walsh	Rural District	In person
Harvey Matthews	Campobello	In person
Ken Stannix	McAdam	In person

Staff	Role
Hollis Bartlett	CEO
Trisha Dickerson	Executive Coordinator
Kris Amos	CFO

2 Call to Order & Recording of Member Attendance

Vice Chair **J. Craig** called the meeting to order at 5:49 pm.

3 Declaration of Quorum, Acknowledgement of Visitors

Quorum declared. No visitors present.

4 Conflict of Interest Declarations

No conflicts of interest were declared.

5 Adoption of Agenda

MOTION 26-25

S. Backman moved, and **D. Cogswell** seconded, to accept the agenda as presented in the board package.

SEE MOTION 26-26

MOTION 26-26

It was moved by **S. Backman** and seconded by **D. Cogswell** to amend Motion 26-25 by adding the following two items under New Business: (1) Saint John Airport Inc. Board – nomination of the regional representative; and (2) Rural Transit Solutions Fund (RTSF) – resolution accepting the funding.

AMENDMENT CARRIED UNANIMOUSLY
MOTION 26-25, AS AMENDED, CARRIED UNANIMOUSLY

6 Adoption of Minutes of Board Meeting, September 24, 2026

MOTION 26-27

S. Backman moved, and **D. Cogswell** seconded, to accept the meeting minutes of September 24, 2026, as presented.

MOTION CARRIED UNANIMOUSLY

7 Business Arising from Previous Meetings

2027 Budget

H. Bartlett reviewed the 2027 budget, which was presented to the Board on August 27, 2026, amended on September 24, 2026 to add $75,000 to the Economic Development budget, and presented to member councils. No public feedback was received.

MOTION 26-28

It was moved by **K. Stannix** and seconded by **H. Matthews** that the Board of the Southwest New Brunswick Service Commission RESOLVES that the total operating budget for the Regional Service Commission for the 2027 calendar year would consist of total revenue of $8,268,231 and total expenditures of $8,268,231 and that the capital budget would consist of total expenditures of $2,305,000, as presented on August 27, 2026 and amended on September 24, 2026.

MOTION CARRIED UNANIMOUSLY

8 New Business

Ad Hoc Transportation Committee: Terms of Reference

H. Bartlett advised that the Commission's application to the Rural Transit Solutions Fund (RTSF) was successful. The RTSF contribution of $229,000 represents 80% of the project, with the remaining 20% (approximately $57,000) coming from the transportation reserve. The ad hoc committee will validate the capital purchases outlined in the application, confirm that operations will be sustainable, and bring a recommendation to the Board.

MOTION 26-29

It was moved by **D. Cogswell** and seconded by **S. Backman** that the Board of the Southwest New Brunswick Service Commission RESOLVES to adopt the Terms of Reference for the Ad Hoc Transportation Committee, as presented.

MOTION CARRIED UNANIMOUSLY

Strategic Plan 2027–2031: Guiding Document & Process

H. Bartlett presented the six-month strategic planning process, in which each director will serve as a champion for a service area alongside the responsible staff director, with a planning retreat in February and adoption targeted for April 2027. Directors discussed the involvement of councils and deputy mayors. H. Bartlett clarified that alternate directors carry the same fiduciary responsibility as directors, and that voting at the Board remains with directors.

MOTION 26-30

It was moved by **S. Walsh** and seconded by **H. Matthews** that the Board of the Southwest New Brunswick Service Commission RESOLVES to adopt the SNBSC Strategic Plan 2027–2031: Guiding Document & Process, as presented.

SEE MOTION 26-31

MOTION 26-31

It was moved by **D. Cogswell** and seconded by **S. Walsh** to amend Motion 26-30 to add "that the alternates have a seat at the table from the beginning to the end of the strategic plan process."

AMENDMENT CARRIED UNANIMOUSLY
MOTION 26-30, AS AMENDED, CARRIED UNANIMOUSLY

Saint John Airport Inc. Board Representation

H. Bartlett read correspondence from Saint John Airport Inc. advising that the first term of the region's representative, Bryana Ganong, expires in October 2026, and asking the Commission to nominate her to a second three-year term. Directors asked to see the Airport Board's terms of reference and appointment criteria, and discussed information-sharing between the representative and the Board.

MOTION (TABLED)

It was moved by **D. Cogswell** and seconded by **H. Matthews** that the Board of the Southwest New Brunswick Service Commission nominate Bryana Ganong to a second three-year term as the regional representative on the Saint John Airport Inc. Board.

TABLED – SEE MOTION 26-32

MOTION 26-32

It was moved by **A. Harland** and seconded by **S. Walsh** to table the motion to November 2026, for further discussion at the Committee of the Whole, pending receipt of the Saint John Airport Inc. Board terms of reference and further information on the nomination of Bryana Ganong.

MOTION CARRIED (4 IN FAVOUR, 3 OPPOSED), THE CHAIR CASTING THE DECIDING VOTE TO BREAK A TIE

Rural Transit Solutions Fund (RTSF) – Acceptance of Funding

H. Bartlett advised that, in support of the Commission's Rural Transit Solutions Fund (RTSF) funding, the RTSF requires a resolution of the Board confirming that the Commission will accept the funding.

MOTION 26-33

It was moved by **A. Harland** and seconded by **D. Cogswell** that the Board of the Southwest New Brunswick Service Commission accept the Rural Transit Solutions Fund (RTSF) funding.

MOTION CARRIED UNANIMOUSLY

9 Staff Reports

Staff/CEO reports and financial reports were distributed via email and on the website, and paper copies were also available. H. Bartlett reviewed the executive summary of each report, starting with Solid Waste, then Local and Regional Planning, Regional Economic and Workforce Development, Regional Community Development, and Regional Tourism; followed by the CEO's Report and the Public Safety Committee Report.

Community Development: A. Harland commended staff on the Community Empowerment Fair. H. Bartlett advised that the Director of Community Development is on leave until January 4, 2027, and that files have been reassigned to other staff in the interim.

Regional Tourism: A. Harland asked how growth in online views will be measured as tourism impact, and asked about two items in the October Tourism Advisory Committee minutes: a tourism-focused non-profit and a reduction in municipal representation on the committee. A. Harland stated strong opposition to reducing municipal representation. Staff advised that the non-profit item is research only, and that advisory committees are skills-based and make recommendations to the Board. Directors discussed the need for a balance of municipal representatives and subject-matter experts on advisory committees.

Public Safety Committee: The committee met on October 19, 2026; no motions were brought forward. A director noted that they attended but were not listed in the attendance; staff will correct the record.

Financial Report: K. Amos reviewed the September 2026 year-to-date income statement. The Commission is in a surplus position of $939,943, primarily in Solid Waste (approximately $915,000). A $50,000 Department of Health grant will be recognized as revenue in October, and the Regional Transportation deficit reflects timing of grant receipts. Total cash and reserves are approximately $5.94 million. In response to questions on the landfill surplus and investment of surplus funds, staff advised that the surplus is expected to be returned to the capital reserve, and that funds are invested in accordance with the Commission's investment policy.

10 Q&A with the Public

No questions were presented.

11 Adjournment of the Regular Meeting

B. Morse moved to adjourn the meeting at 7:35 pm.

12 Upcoming Meetings

Thursday, November 12, 2026: Committee of the Whole
Thursday, November 26, 2026: Board Meeting