



**Special Meeting  
December 21, 2023**

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Meeting minutes of the Open Session of the Board of Directors of Fundy Regional Service Commission held on Thursday, December 21, 2023, virtually online via Microsoft Teams.

**1. Call to Order**

Chair O'Hara called the meeting to order at 9:56 a.m.

**2. Record of Attendance**

Libby O'Hara	Chairperson, Quispamsis
Jim Bedford	Vice-Chair, Fundy St. Martins
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Ray Riddell	Fundy Rural District Alternative Representative
Robert Doucet	Mayor, Hampton

**OTHERS**

Phil Ouellette, Chief Executive Officer, FRSC  
Cassie Silhanek, Recording Secretary, FRSC

**GUESTS**

Graeme Stewart Robertson, FRSC  
Mark Porter, FRSC  
Ashley Perry, FRSC

**3. Approval of the Order of Business**

Chairperson O'Hara called for approval of the agenda.

**Motion:** To approve the December 21, 2023, Agenda, with addition of one item from closed session concerning the Long-term Office Space Lease as number 6.

**Moved:** Director MacKenzie  
**Seconded:** Director Bedford  
**Vote:** *Motion Carried*

**4. Disclosure of Conflict of Interest**

None.

## 5. Year-End Financial Resolutions

CEO Ouellette spoke to the surplus in the corporate budget and the report itself, to establish a reserve fund it needs approval from the board and to access the reserve funds it requires the board to make a resolution about this.

**Motion:**

1. Direct CEO Ouellette to establish operating and capital reserve funds for each of the following services:
  - a. Regional Tourism Promotion Services
  - b. Regional Economic Development Services
  - c. Community Development Services
  - d. Regional Transportation Services
  - e. Regional Public Safety Committee Services
  - f. Regional Sport, Recreation and Cultural Infrastructure Support and Development Services
2. To transfer \$15,000 from the Regional Tourism Promotion Services Operating Fund to the Regional Tourism Promotion Services Operating Reserve Fund.
3. To transfer \$45,000 from the Regional Economic Development Services Operating Fund to the Regional Economic Development Services Operating Reserve Fund.
4. To transfer \$75,000 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund.
5. To transfer \$85,000 from the Local Planning Services Operating Fund to the Local Planning Services Operating Reserve Fund.
6. To rescind motion of August 3, 2023, Regular Meeting, Item 7, Consent Agenda: “That the Board authorize the transfer of \$225,000 from the Solid Waste Operating Reserve Fund to the Solid Waste Operating Fund.”
7. To increase the 2023 transfer from Solid Waste Services Operating Fund to the Generation Facility Operating Fund from \$23,215 to a total of \$163,500 to reduce the projected Generation Facility Operating Fund deficit.

**Moved:** Director MacKenzie  
**Seconded:** Director Doucet  
**Vote:** *Motion Carried*

## 6. Long Term Lease Resolution

This item is carried forward from Closed Session.

### **Motion:**

1. Authorize CEO Ouellette to execute the lease agreement as presented in Attachment A of the December 13, 2023, closed session report, for 6,700 square feet at 20-30 Broadview Avenue for period of six years.
2. Direct the FRSC to release a public call for proposal to undertake the fit-up construction of the 6,700 square feet of 20-30 Broadview Avenue, as outlined in the December 13, 2023, closed session report, and to report back to the FRSC Board of Directors with the successful proponent.

**Moved:** Director MacKenzie

**Seconded:** Director Bedford

**Vote:** *Motion Carried*

## 7. Canada Games Aquatic Centre

CEO Ouellette mentioned there was a step missed as the report included that “Upon completion of the request for proposals tendering and proposal evaluation, director CEO Ouellette to present to the Fundy Regional Facilities Committee in order to generate a recommendation to the FRSC Board of Directors, which would include financial expectations of the study.”

CEO Ouellette indicated that it has been submitted to the Regional Facilities Committee via email, and it should have been given to the committee prior to the board. This interaction and recommendation with the Fundy Regional Facilities Committee did not occur between the time the evaluation committee completed their work and the formulation of this report to the FRSC Board.

CEO Ouellette apologized for the oversight and explained that the oversight was not done intentionally. He went on to explain that a few factors would have contributed to missing this step including that the timelines submitted by the consultant were very ambitious and required immediate resolution in order to proceed with the Study; the final recommendation of the evaluation committee was only recently finalized, which was after the Fundy Regional Facilities Committee met to discuss the SJTCC; there was only one proposal submitted, which met the expectations set-out in the original RFP; the consultant’s financial proposal fell within the expectations of the cost of this project, and the Commission has sufficient funds from freed-up 2023 Regional Facilities Capital (due to RDC funding).

**Motion:** To table this report and uphold the previous resolution.

**Moved:** Director Riddell

**Seconded:** Director Grant

Chair O’Hara opened the floor for questions on the Motion.

Director MacKenzie is seeking clarification on whether there could be a friendly amendment to the originally recommended resolution in the report to have the committee approve via motion, and if there is no objection at the committee level, there would be no need to come back to the Board to authorize the resolutions on the table.

Director Grant spoke stating that she does not like this procedure, since the table of a motion should be pushed through immediately but agrees to the changes for the sake of expediency.

**Motion:**

- (1) Authorize the FRSC to award Tender 2023-092204P – Consulting Services - Aquatic Centre Enhancement Study to DSRA Architecture in association with Sierra Planning and Management for \$226,125 plus HST, conditional on the approval of a favorable recommendation from the Fundy Regional Facilities Committee.
- (2) Director CEO Ouellette to submit a funding application to the Regional Development Corporation to access partial funding to support the Aquatic Centre Enhancement Study, conditional on the approval of a favorable recommendation from the Fundy Regional Facilities Committee.
- (3) Direct CEO Ouellette to report back to the Board with the results of both the Regional Facilities Committee meeting recommendation.

**Moved:** Director Riddell

**Seconded:** Director Grant

**Vote:** *Motion Carried*

## 8. Adjournment

Chairperson O'Hara called for a motion to adjourn to open session.

**Motion:** To move to adjourn to open session meeting at 10:20 a.m.

**Moved:** Director MacKenzie

**Seconded:** Director Doucet

**Vote:** *Motion Carried*

APPROVED (date) \_\_\_\_\_

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Libby O'Hara, Chairperson

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Cassie Silhanek, Recording Secretary