



Regular Meeting

August 24, 2023

Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Thursday August 24, 2023, at the Saint John City Hall, 15 Market Square, Saint John, NB.

1. Call to Order

Chair O'Hara called the meeting to order at 10:25 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
Robert Doucet	Mayor, Hampton

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC

Cassie Silhanek, Recording Secretary, FRSC

3. Approval of the Order of Business

Chairperson O'Hara moved forward with the meeting starting with the approval of the agenda, with the addition of the closed session PRAC Nomination to the last item.

Motion: To approve the August 24, 2023, Agenda.

Moved: Director Bedford

Seconded: Director Doucet

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None.

5. Approval of the Minutes

a. Approval of the August 3, 2023 meeting minutes

Motion: To approve the August 3, 2023, minutes as presented

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

6. Consent Agenda

a. Planning and Building Development

Motion: To receive and file this report.

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

7. Draft FRSC Budget

CEO Ouellette presented on the draft 2024 budget submitted to the Board. The criteria set by the Board in June was followed for this draft 2024 budget process and uses the initial feedback from CAOs, Executive Committee and staff.

Last year the budget was mandated by the Province, but this year it is up to the Board to decide the direction of the budget. The overall budget has increased by just over 1 million dollars, but the membership fees have remained low due to the overall increase in funding.

CEO Ouellette spoke about the new portfolios and new functions that are getting funded through RSSF which is a 50 cent dollars funding. Additional resources are proposed for the corporate budget. CEO Ouellette mentioned that in 2023 everyone did a “best estimate” for the budget with the proposed mandates in mind, but over the past year we have become more aware of the actual needs of the Commission in operationalizing the new mandates. Some of the things the staff had to contemplate for this budget is in redefining “corporate”, new office space, adjusting staff support proportionally (in the budget it is labelled as ‘allocation from corporate’), enabling services (HR/Legal/IT), additional human resources in staffing, board stipends and meeting expenses, and consulting budget for additional support for projects where we cannot solely do these in house.

CEO Ouellette highlighted the landfill budget with a proposed change in the tipping fees. Changes in diversion, changes in tonnage from musquash, and local government transitions, increase in insurance, construction, and maintenance (due to weather conditions) have all affected the tipping fee. Revenue streams continues to be a priority to try to mitigate some of these costs in things such as funding applications in 2024 and savings in the height EIA, long term aggregate sources, and electricity production.

At this time, Chair O’Hara opened the floor for discussion.

Director Merrifield spoke up requesting a 3-year plan for the budget in the future to give a better idea of implementation implications for the communities. Director Merrifield also mentioned with respect to resolution 5, it is important to note that the RSSF comes out of the core local governments, taking autonomy from local governments.

Director Grant addressed CEO Ouellette stating that member charges in revenue, exclusive of regional facilities, have gone up dramatically (page 10 of the document). CEO Ouellette passed this question to the FRSC Finance Officers attending the meeting. In summary the increased administrative costs that we did not budget for in 2023, for instance overhead for office supplies, or committee and membership fees. Additionally, under the corporate budget (on the first page), you see the most increase in the additional workload that has been spread between all of the portfolios. The salaries have gone up under corporate so allocations and percentage of time attributed to the portfolios would be changing.

Motion:

- 1) Direct the FRSC to include the draft 2024 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.
- 2) Direct CEO Ouellette to circulate the draft 2024 FRSC budget to all FRSC members and invite inquiries and/or feedback starting on August 28th, 2023, until October 11th, 2023.
- 3) Direct CEO Ouellette to coordinate individual presentations, upon request, of the draft 2024 FRSC budget with each FRSC member council prior to October 11th, 2023.
- 4) Direct CEO Ouellette to submit a funding application for preliminary approval from the Government of New Brunswick for the Regional Services Support Fund, as outlined in this report.
- 5) Direct CEO Ouellette to draft a letter to the Minister of Local Government as part of the eventual 2024 Budget submission to the Government of New Brunswick, advocating for the introduction of additional funding support to local governments and rural districts due to continued reduction in the Community Funding and Equalization Grant. The letter should highlight the importance of creating autonomous and sustainable local governments and rural districts.

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

- 6) Amend the existing FRSC Procedural By-law to offer \$100 per FRSC Executive Committee meeting, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution, for the participation of the past chair, vice chair and chair in FRSC Executive Committee meetings.

Moved: Director MacKenzie
Seconded: Director Doucet
Vote: *Motion Carried*
Contrary Minded: Director Riddell

Director Riddell noted that he is in support of the changes, but not the process under which the changes happened.

- 7) Amend the existing FRSC Procedural By-law to offer \$100 per month, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution, for

committee chairs of Regional Public Safety, Regional Transportation, Regional Facilities, and Community Development.

Moved: Director Merrifield
Seconded: Director Doucet
Vote: *Motion Carried*
Contrary Minded: Director Riddell

Director Riddell noted that he is in support of the changes, but not the process under which the changes happened.

8. Fundy Regional Strategy Rollout Update

This was a verbal update provided by Brenda MacCallum, FRSC Manager, and presented a power point on the summary of the regional strategy. Mrs. MacCallum noted the handout that was given to the Board is written for the public, explaining the commission in who we are, our work, our vision, service delivery, short mandate description, and a call to action on the last page for collaboration and letting everyone know where to contact us. Once the finalized document is ready, the ask will be to have the Board share with staff and councils.

Motion: To receive and file the presentation.

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

9. Other Correspondence

a. 5 Regional Facilities Letters

Letters were given to all of the Regional Facilities informing them of the budgetary decisions of the Regional Facilities Committee and that the final budget decision will be made by the Board in October, please see attachments for more information.

b. City of Saint John

A letter was sent to the City of Saint John regarding the budgetary decisions of the Regional Facilities Committee and that the final budget decision will be made by the Board in October, please see attachment for more information.

c. RDC Letter of Support

A letter of support was given to the RDC for support of the Imperial Theatre, see attachment for more information.

Motion: To receive and file these letters.

Moved: Director Merrifield
Seconded: Director Riddell
Vote: *Motion Carried*

10. PRAC Nominations

This resolution was carried from Closed Session.

Motion: Approve the Samara Carvell (Long Reach, Fundy Rural District) to the Planning Review and Adjustment Committee for a term of four years, starting on August 24th, 2023, and ending on April 28th, 2027).

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

11. Adjournment

Chairperson O'Hara called for a motion to adjourn.

Motion: To move to adjourn the open session at 11:14 a.m.

Moved: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date) _____

Libby O'Hara, Chairperson

Cassie Silhanek, Recording Secretary