



Fundy Regional Service Commission

Commission de Services
Régionaux de Fundy

<p>The Fundy Regional Service Commission is dedicated to collaboratively working toward efficient and effective service delivery for its citizens, businesses, and community partners with a focus on measurable results and accountability. We strive to be open to positive change as we provide solid waste management, planning, building inspection services as well as collaboration on policing, EMO services, recreation and culture and any other service that adds value to our region.</p>	<p>La Commission de services régionaux de Fundy favorise la collaboration pour dispenser des services efficaces et efficaces à ses citoyens, ses entreprises et ses partenaires communautaires, en se concentrant sur les résultats mesurables et l'obligation de rendre des comptes. Nous prônons l'ouverture aux changements positifs dans la prestation des services de gestion des déchets solides, de planification et d'inspection des bâtiments et nous favorisons la collaboration dans les domaines du maintien de l'ordre, de l'organisation des mesures d'urgence, des loisirs, de la culture et pour tout autre service profitable à notre région.</p>
MONTHLY MEETING	RÉUNION MENSUELLE
Agenda	Ordre du jour
<i>Date: June 13, 2018 12 :00pm</i>	<i>Date: le 13 juin 2018 12 :00pm</i>
<i>Location: 10 Crane Mountain Road, Saint John</i>	<i>Location: 10 rue Crane Mountain, Saint John</i>
1. Call to Order – 12 :00pm	1. Ouverture de la séance – 12h00 pm
2. Recording of Attendance	2. Présences
3. Approval of the Order of Business	3. Adoption de l'ordre du jour
4. Disclosure of Conflict of Interest	4. Divulgence de conflit d'intérêts
5. Approval of Minutes	5. Adoption de procès-verbal
6. Tender 2018-03 - Lift Station #5	6. Soumission 2018-03 - Maison de pompage #5
7. Line of Credit Extension – Cell #8	7. Extension de la ligne de crédit – Cellule #8



**Fundy Regional
Service Commission**

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Régionaux de Fundy**

**Annual General Meeting
May 28, 2018**

Minutes of the Annual General Meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, May 28, 2018, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 11:58 a.m.

2. Record of Attendance

BOARD MEMBERS

Gary Clark, Chairperson, Mayor, Quispamsis
Glen Baxter, Vice Chairperson, Local Service District Representative
Bette Ann Chatterton, Mayor, St. Martins
Don Darling, Mayor, Saint John
Grace Losier, Mayor, Grand Bay-Westfield
Matt Alexander, Deputy Mayor, Rothesay
Brenda Rathburn, Local Service District Representative
Jim Bedford, Local Service District Representative
Sandra Speight, Local Service District Representative

OTHERS

Marc MacLeod, Executive Director, FRSC
Louise Lukeman, Recording Secretary, FRSC
Nick Cameron, Recreation Facilitator, FRSC
Tim O'Reilly, Deputy Commissioner, Parks and Public Spaces, City of Saint John
Brian Shannon, Senior Building Inspector and Development Officer, FRSC

3. Approval of Order of Business

Motion: To approve the May 28, 2018 agenda with the renumbering of adjournment to fifteen (15) and the addition of number fourteen (14) Executive Director Annual increase.

Moved: Director Losier
Seconded: Director Rathburn
Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the April 23, 2018 minutes

Motion: To approve the minutes of April 23, 2018 as circulated.

Moved: Director Darling
Seconded: Director Speight
Vote: Motion Carried

6. 2017 Annual Report

Motion: To receive and file as presented.

Moved: Director Darling
Seconded: Director Speight
Vote: Motion Carried

7. Election of Board Officers

Executive Director MacLeod provided recommended procedures for the Election of Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act and its regulations and Robert's Rules.

Motion: To accept the election procedures as presented.

Moved: Director Darling
Seconded: Director Alexander
Vote: Motion Carried

Chair Clark continued to preside over the proceedings. Director Speight was asked to summarize the canvas of members interested in Executive Positions. Only Directors Clark and Baxter expressed interest.

Chair Clark called for nominations for Chairperson from the floor three (3) times. Gary Clark was the only nominee.

Motion: To acclaim Mayor Gary Clark as Chair.

Moved: Director Darling
Seconded: Director Alexander
Vote: Motion Carried

Chair Clark called for nominations for Vice Chair from the floor three (3) times. Glen Baxter was the only nominee.

Motion: To acclaim Glen Baxter as Vice Chair.

Moved: Director Darling
Seconded: Director Alexander
Vote: Motion Carried

8. Appointment of Auditors

Based on continuity, financial statement improvement changes and the excellent work of Teed Saunders Doyle & Co. for 2018, the Executive Director recommended their reappointment as auditors for the Commission in fiscal 2018.

Motion: That The Commission approve the appointment of Teed Saunders Doyle & Co. to serve as Auditors for the Fundy Regional Service Commission for the 2018 fiscal year.

Moved: Director Losier
Seconded: Director Speight
Vote: Motion Carried

8. Building and Planning Report

Inspector Shannon summarized the quarterly performance of the Planning Department. He updated the Commission on Flood impacts. The government communication on the requirement of a Wetlands and Watercourse Alteration permit (WAWA) from the environment office before the RSC could issue a permit was discussed.

Motion: To receive and file the Building and Planning Report as presented by Brian Shannon.

Moved: Director Darling
Seconded: Director Rathburn
Vote: Motion Carried

Inspector Shannon presented updates on Annual Performance. He updated the Commission on the C&D application for Simonds LSD. All letters from the community and the Commission were being sent as required. No decision has been made and no timeline has been given.

Motion: To receive and file the Annual General Meeting Building and Planning Report as presented by Brian Shannon.

Moved: Director Losier
Seconded: Director Alexander
Vote: Motion Carried

10. Recreation Quarterly Update

An update on recreation was presented by Nick Cameron namely on The Coastal Link Trail and on the Regional Ice Strategy.

- 1- The Coastal Link Trail - Mr. Cameron recommended that the following actions be taken:
 - a) With representation from Southwest RSC and Fundy RSC, a task force be established to incorporate a non-profit corporation under the recommended joint power model in the Dillon report and this corporation shall be responsible for the development of the Coastal Link Trail.
 - b) To authorize the Fundy RSC Chair to write to the Minister of Tourism, Heritage and Culture requesting that the \$1-million budgeted for the Coastal Link Trail be transferred to Southwest Regional Service Commission, to be held in-trust as the development corporation is established.

Motion: To approve the recommended actions as presented by Nick Cameron.

Moved: Director Darling
Seconded: Director Baxter
Vote: Motion Carried

2- Regional Ice Strategy Update:

A project team was established in November 2017 to discuss the challenges currently facing arenas in the region and to explore potential regional solutions. Recreation Facilitator Cameron was challenged on the level of detail in the presentation verses the meeting kit summary provided prior to the meeting. Subsequently he provided a hard copy to the members (attached).

Recreation Facilitator Cameron then summarized the steps forward and the challenges associated with moving through councils. It was recommended that this item be added to the facilitation services being provided by the Chapman Group.

Motion: To bring this discussion to the Chapman Group workshop.

Moved: Director Losier
Seconded: Director Darling
Vote: Motion Carried

Executive Director MacLeod stated that the added item would likely require a second workshop due to time constraint. Executive Director MacLeod confirmed that both the McKendy Report and Ice Strategy would be on both workshop agendas.

11. March Financial Statements

Executive Director MacLeod presented the March Financial Statements. The challenges of presenting summaries of future statements due to flood impact were discussed. The Commission overall is in a \$5000 deficit position with weather related leachate trucking being the major issue.

Motion: To receive and file the March Financial Statements as presented.

Moved: Director Losier
Seconded: Director Darling
Vote: Motion Carried

12. MRF Skid steer attachment

The need for a new skid steer clamp bucket was discussed for safety reasons. After market parts were discussed but manufacture parts were chosen for reliability as the previous bucket lasted about 10 years. The unbudgeted funds are available from the Building Canada Contract MRF fund, which has about \$75,000 of unallocated funds.

Motion: That the Commission approve the emergency purchase of a Skid Steer Clamp Bucket from Toromont Cat for \$8782.08 before taxes to be funded from the General Capital Fund.

Moved: Director Losier
Seconded: Director Chatterton
Vote: Motion Carried

13. Flood Update

Executive Director presented a Flood Update as of Saturday May 26, 2018 created the morning of the meeting to have the latest information (attached).

Motion: To receive and file the Flood Update as presented by the Executive Director.

Moved: Director Darling
Seconded: Director Chatterton
Vote: Motion Carried

14. Executive Director Annual Increase

The Annual increase of the Executive Director was discussed.

Motion: To approve an annual increase amount of 2.2% for April 2018 as per the employment contract for Marc MacLeod, Executive Director.

Moved: Director Losier
Seconded: Director Chatterton
Vote: Motion Carried

15. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 12:10 pm.

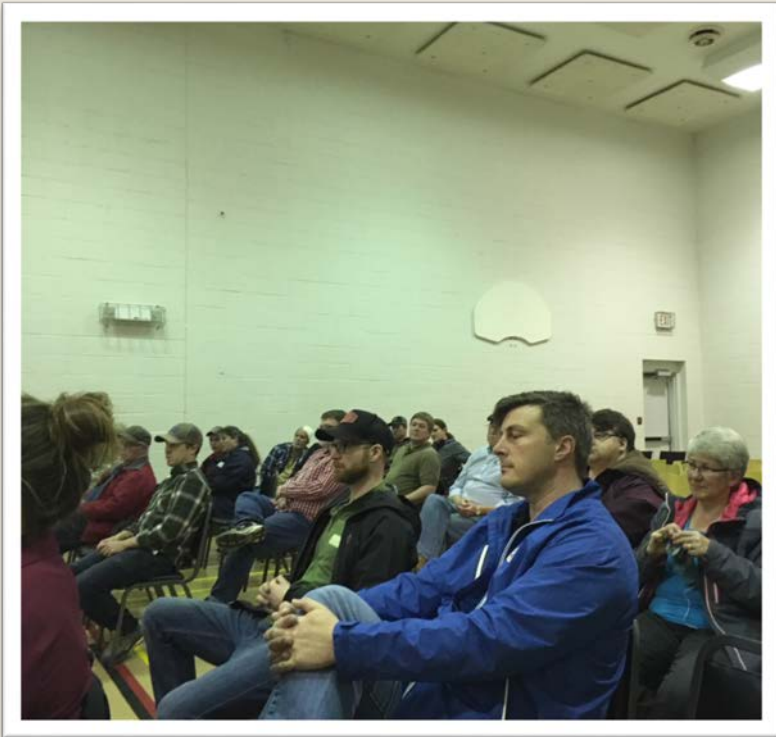
Moved: Director Darling
Seconded: Director Rathburn
Vote: Motion Carried

APPROVED (date) _____

Gary Clark, Chairperson

Louise Lukeman, Recording Secretary

Tonnage (up to May 27, 2018)											
	MSW	BSW	Small Loads	Bags	Appliances	Fridge	Sandbags	Scrape	Tires		Total Cost per Municipality
Town of Rothesay	205.72	2.21					12	8.28	1	\$ 5.00	\$ 22,893.28
Town of Quispamsis	36.34	1.56					1				\$ 4,108.20
Town of Grand Bay-Westfield	161.94	1.43	12	26	5	8	229.76			\$ 45.00	\$ 24,242.24
Town of Hampton	36.78						19.88			\$ 40.00	\$ 4,568.88
Hampton LSD	14.02		2								\$ 1,514.16
Greenwich & Westfield W	357.55		7	8	2	8				\$ 155.00	\$ 38,890.40
Kingston & Westfield E	133.27	0.44		6	2	14	0.98			\$ 50.00	\$ 14,728.12
Petersville	0.22										\$ 23.76
City of Saint John	442.17		15	7		3	477.52		1	\$ 75.00	\$ 61,264.92
Total tonnage Amounts	1388.01	5.64	36	47	9	46	736.42		2	\$ 370.00	
										Total cost to date	\$ 172,233.96



FRSC RECREATION PLAN IMPLEMENTATION UPDATE

May 28th 2018

Nick Cameron

Recreation Facilitator

Fundy Regional Service Commission

Photos from left to right:
Trails Meeting in Greenwich,
Keel Construction Sand Pit
in Grand Bay-Westfield.

On-Going Projects



Public Landing Wharf

Partnering with St John River Society to host a community meeting this summer regarding the future of the wharf.

- Seaview Community Club awarded \$8,000 grant
- Friends of Whites Bluff Wharf applying for grants
- Kingston Flex 'n Flow Program applying for grants
- St Martins Soccer Field creating a business plan
- Trail Infrastructure Fund: Welsford, Nerepis, Public Landing, Brown's Flat.
- Workshops: Sponsorship held in April with FRPA. 40 Attended.
- Assisting Greater Saint John 50+ Friendship Games

Coastal Link Trail: Dillon Report

- Southwest RSC hired Dillon Consulting to conduct a feasibility study. It was adopted at their board meeting on May 24th
- Proposes a 171-km arterial between St Stephen and Saint John.
- Municipalities and community groups are encouraged to develop new trails that branch off the arterial or extend existing trails to connect.
- 18% of the proposed arterial is in the Fundy Region (Musquash and west Saint John)
- \$1-million has been budgeted by the province for further development of this project.

Coastal Link Trail: Recommended Action

1. With representation from Southwest RSC and Fundy RSC, a task force be established to incorporate a not-for-profit corporation under the recommended joint powers model in the Dillon Report (pg. 152). This corporation shall be responsible for the development of the Coastal Link Trail.
2. Authorize the Chair to write the minister of Tourism, Heritage and Culture requesting that the \$1-million budgeted for the Coastal Link Trail be transferred to Southwest Regional Service Commission, to be held in-trust as the development corporation is established.

Regional Ice Strategy: The Challenge

- 5 out of 12 arenas in the region will reach their end-of-life within the next five years.
- 3 out of 12 arenas have limited access: Harbour Station, Rothesay Netherwood School & the St Martins Four Season Complex.
- The process for accessing capital funding from other levels of government has been long, frustrating and in-consistent.
 - More Proposals than funding
 - Competitive
- The cost of ice sports are rising.

Regional Ice Strategy: Opportunities

- Getting people active and living healthy lifestyles.
- Getting the most value from these public investments.
- Reducing barriers to ice sports.
- Improving our competitive edge for for funding.
- Explore our options in good faith.
- Being proactive.

Regional Ice Strategy: The Commission's Role

Regional Service Delivery Act:

“A Commission shall provide its members with a forum in order to initiate cooperative action among its members, which shall include discussions with respect to the following:

...

(c) the development, planning and financing of regional initiatives, including common or regional sport, recreational and cultural facilities; and

(d) the facilitation of administrative, financial and other service arrangements.”

Take-aways: The Commission provides the forum.

Decisions are made by Councils and the Minister

Recommendation #5: Regional Endorsement Process

- A guiding tool for projects requesting the Commission's endorsement.
- Regional Development Corporation (RDC) Guidelines and Principles:

“To facilitate regional cooperation and ensure proposals for new recreation infrastructure and major renovations are both feasible and sustainable, the principles outlined below will be used when reviewing projects seeking government funding...”

- With a regional strategy, future RDC funding requests will be more competitive.
- The Rothesay Wellness Centre project is already in progress and therefore shall not be hindered by this process.

Recommendation #6: Regional Cost Sharing & Service Model

Arena operators across New Brunswick are considering new fee structures to cover costs.

- RSC 11 Case Study:
 - The City of Fredericton adopted a non-resident user fee policy at their arenas. Therefore, families living outside the city must pay an additional \$889 per participant on top of regular registration fees (\$375-\$450 for youth minor hockey).
 - However, seven LSDs and one village voted in favor of using property tax revenue to pay for a service agreement with the City of Fredericton. Under the agreement, the \$889 non-resident fee is waived.
- Similar models are in place or being considered in the areas of Sussex, Hampton, St. George, Miramichi, Richibucto, Caraquet and more.
- Not one-size fits all.

Regional Ice Strategy: Recommended Action

That recommendations #5 and #6 from the draft Regional Ice Strategy report be discussed further in a forum that will allow for more thorough conversation and exploration of our options in good faith as a region. Potential options:

1. Workshops with each council and the Regional Advisory Committee.
2. One workshop with available mayors, councillors and LSD advisory committee members.



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Nick Cameron

Recreation Facilitator

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FUNDY REGIONAL SERVICE COMMISSION
CRANE MOUNTAIN LANDFILL

Tender 2018-03

LIFT STATION #5 – CIVIL, ELECTRICAL, MECHANICAL, CRANE MOUNTAIN LANDFILL

Engineer's Estimate \$650,000

Closed Thursday, June 7, 2018, 2:00 p.m.

<i>Bidder</i>	<i>Price (including HST)</i>
Keel Construction Ltd.	\$ 504,215.75
Fairville Construction	\$ 478,000.00

SHORT TERM FINANCING

NEW BRUNSWICK

REGULATION 2012-109

under the

REGIONAL SERVICE DELIVERY ACT (O.C. 2012-416)

19(3) In any one fiscal year a Commission shall not borrow for operating expenses more than 5% of the amount budgeted for that service.

19(4) Despite subsection (3), in any one fiscal year a Commission shall not borrow for operating expenses with respect to a solid waste management service more than 25% of the amount budgeted for that service.

2018 Solid Waste Services Operating Budget = \$ 7,814,926

Maximum operating line of credit of 25% of budget = \$ 1,953,731

At the regular Board meeting on April 23, 2018, the board passed a resolution to apply for authorization to borrow \$ 990,000 interim financing for construction of waste containment cell #8 and lift station. This amount was the total expected capital expenditure from operations for this capital project and would provide temporary financing until sufficient operating surplus was generated to provide the financing. The same Line of Credit Extension was temporarily acquired for fiscal 2016. The following is recommended by the Executive Director to secure the short-term financing:

2018 Operating Line of Credit Resolution

Motion: Whereas it is necessary for the Fundy Regional Service Commission to obtain an operating line of credit through our financial institution for the Solid Waste Services Operating Fund; and, Whereas the amount to be borrowed cannot exceed 25% of the 2018 Solid Waste Services Operating Fund budget, that being \$1,953,731; Be it resolved that the Fundy Regional Service Commission obtain an operating line of credit through the Canadian Imperial Bank of Commerce, in the amount of \$ 1,000,000 for the 2018 fiscal year.