



# Fundy Regional Service Commission

Commission de Services  
Régionaux de Fundy

## Regular Monthly Meeting December 18, 2017

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, December 18, 2017, at 10 Crane Mountain, Saint John.

### 1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:47 a.m.

### 2. Record of Attendance

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 (Absent)  
Nancy Grant, 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  
Amanda Henderson, Operations Administrator, Recording Secretary, FRSC  
Brian Shannon, Building Inspector, FRSC

### 3. Approval of Order of Business

The Chairperson asked for approval of the December 18<sup>th</sup>, 2017 agenda of the regular meeting as presented.

**Motion:** To approve the agenda for December 18<sup>th</sup>, 2017 as circulated.

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

#### **4. Disclosure of Conflict of Interest**

None

#### **5. Approval of the October 16<sup>th</sup>, 2017 minutes**

**Motion:** To approve the minutes of October 16th, 2017 as circulated.

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

#### **6. Building and Planning Report**

**Motion:** To receive and file the building and planning report.

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

#### **7. Tenders**

##### **7.a) Aggregate – Tender 2017-04**

**Motion:** To award Tender 2017-04 Supply of Road Maintenance Aggregate to Keel Construction Ltd. at \$7.10 per metric tonne for medium aggregate and \$7.25 per metric tonne for coarse aggregate be funded from operating.

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

##### **7.b) Hauling – Tender 2017-05**

**Motion:** To award Tender 2017-05 Supply of Standby Collection and Haulage of Leachate to Galbraith Construction Ltd. at \$6.00 per metric tonne to be funded from operating.

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

### **7. c) Compost Carts**

**Motion:** To approve the emergency purchase of 828 compost carts in the amount of \$56,379.76 (including applicable taxes) to be funded by operating.

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

### **8. Finances**

#### **8.a) Q3 Financials**

The Q3 financials are showing an overall surplus of approximately \$500,000.00. All departments are performing well as we have been doing some cost control due to low revenue from garbage. The surplus has come from an unexpected increase in revenue from asbestos and recycling.

**Motion:** To receive and file Q3 financials as presented by the Executive Director.

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

**Motion:** To approve the transfer of \$275,000.00 of the current surplus from the Landfill Operating Fund to the General Capital Fund for future capital purchases.

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

**Motion:** To approve the transfer of \$40,000.00 of the current surplus from the Planning Operating Fund to the Planning General Capital Fund for future capital purchases.

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

## 8.b) Year End Motions

### Capital from Operating as per (and within) 2017 budget

**Motion:** To approve expenditures for plow and back racks for the recycle depot truck in the amount of \$7,688.59 after HST rebate calculation – funded from Operating Fund.

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

**Motion:** To approve the expenditures for the rebuild of the D6 in the amount of \$302,924.76 after HST rebate calculation – to be funded from Operating Fund.

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

**Motion:** To approve the purchase of landfill ½ ton in the amount of \$29,990.58 after HST rebate calculation – funded from Operating Fund.

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

**Motion:** To approve the purchase of RTV – Kabota in the amount of \$22,489.50 after HST rebate calculation – funded from Operating Fund.

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

**Motion:** To approve the expenditures for completion of the storage containers in the amount of \$18,215.66 after HST rebate calculation – to be funded from Operating Fund.

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

### **Capital from General Capital Fund**

**Motion:** To approve the expenditures of \$589,694.28 after HST rebate calculation - from the General Capital Fund for the start of construction for cell #8.

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

**Motion:** To approve expenditures of \$104,204.05 after HST calculation for work on the compost hall – to be funded from the General Capital Fund.

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

**Motion:** To approve the expenditure of \$29,503.68 after HST calculation for gas management for gas utilization in cells # 5 and 6 - to be funded from the General Capital Fund.

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

### **Transfer to General Capital Fund**

**Motion:** To approve the transfer of \$25,000 from the Operating Fund to the General Capital Fund as per requirement of the Building Canada Fund contract.

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

**Motion:** To approve the transfer of \$ 372,626 from the Operating Fund to the General Capital Fund for cell construction.

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

**Motion:** To approve the transfer of \$135,628 from the Operating Fund to the Perpetual Care Fund.

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

**Motion:** To approve the transfer of \$40,000 from the Operating Fund for capital to the General Capital Fund for paving, storage and dock station for MRF in 2018.

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

### **9. RSC Year End Update**

Executive Director MacLeod updated the commission on all the projects undertaken in 2017 and plans for the New Year.

**Motion:** To receive and file the RSC Year End Update as presented by the Executive Director.

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

### **10. Winter Hours Pilot**

As winter approaches the landfill experiences less volume. In effort to control cost and reduce potential safety issues a pilot was proposed to reduce winter working hours from 7:30 a.m. – 5:30 p.m. to 7:30 a.m. – 4:00 p.m. until daylight savings time for spring 2018.

**Motion:** To approve a pilot reducing winter working hours from 7:30 a.m. – 5:30 p.m. to 7:30 a.m. – 4:00 p.m. until daylight savings time of spring 2018 with the commitment that municipal and internal stakeholders will be included in the process.

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

### **12. Motion to Adjourn**

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:34 am.

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

APPROVED (date) January 22, 2018



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Gary Clark, Chairperson



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Amanda Henderson, Recording Secretary  
Anne-Marie Poirier (for)