



**Regular Meeting – Open**

**June 5, 2023**

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Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Thursday, June 5, 2023.

**1. Call to Order**

Chair O’Hara called the meeting to order at 11:23 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
Robert Doucet	Mayor, Hampton
Ray Riddell	Fundy Rural District Representative

**Absent**

**Others**

Dave Brown, Second Alternate to Nancy Grant, Councillor, Rothesay

Phil Ouellette, Chief Executive Officer, FRSC

Cassie Silhanek, Recording Secretary, FRSC

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

**Motion:** To approve the June 5, 2023, Agenda as presented, with additions carried over from Closed Session, where Regional Facilities will be added as number 9, Human Resources as number 10, Union Negotiations as number 11, and Adjournment being moved to number 12.

**Moved:** Director Bedford

**Second:** Director Riddell

**Vote:** *Motion Carried*

**4. Disclosure of Conflict of Interest**

None.

## 5. Approval of the Minutes

**Motion:** To approve the April 27, 2023, minutes as presented.

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

## 6. Consent Agenda

### a. Planning – Building Inspection

**Motion:** To receive and file.

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

### b. Reappointment of Auditor

**Motion:** To receive and file.

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

## 7. 2024 FRSC Budget Development Criteria and Timeline

This report is to invite greater ownership and predictability in the 2024 FRSC budget development process, to ultimately introduce an impactful budget aligned with the desired service outcomes of FRSC members.

It was noted by a member that the RFC's contribution is a tight timeline. Item number 4, financial capacity factors will come into play from Council.

Director Merrifield spoke up to thank staff for the layout and appreciates the work that went into this.

**Motion:** Adopt the six FRSC Budget Evaluation Criteria and Timeline, as outlined in this June 5, 2023, FRSC report, to guide the development and decision-making associated with the 2024 FRSC budget.

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

## 8. Annual Report

The Annual Report 2022 is an annual document including the financial statements in the back, as a part of our legislative requirement, but is something that has been happening for many years. Both the Annual Report and the Financial Statements are available online.

**Motion:** To receive and file.

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

## 9. Regional Facilities

**Motion:** Approve Terry Keating as the administrative representative from the Fundy Rural District to the regional facilities committee, as defined by the draft committee's terms of reference, for a term of approximately two years (starting on June 5, 2023, and ending on February 28, 2025), and direct CEO Ouellette to consider elected officer replacement on the committee including the elected representative of Fundy Rural District during the 2024 review of the Terms of Reference.

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

**Motion:** Appoint Director Brittany Merrifield as an FRSC Board representative to the Regional Public Safety Committee for a term of approximately two years (ending on February 28, 2025).

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

## 10. Human Resources

**Motion:** Authorize CEO Ouellette to adjust the 13-member management staff salaries to reflect an inflationary increase of 5% for 2023, retroactive to January 1, 2023.

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

## 11. Union Negotiations

**Motion:** Direct the CEO to authorize the signing of the three (3) year collective agreement with Teamsters Local 927 for January 1, 2023 to December 31, 2025 as presented from conciliation.

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

## 12. Adjournment

Chairperson O'Hara called for a motion to adjourn.

**Motion:** To move to open session at 11:47 p.m.

**Moved:** Director Bedford

**Vote:** *Motion Carried*

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

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Libby O'Hara, Chairperson

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Cassie Silhanek, Recording Secretary