



# Fundy Regional Service Commission

Commission de Services  
Régionaux de Fundy

## Regular Monthly Meeting October 22, 2018

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, October 22, 2018, at 10 Crane Mountain, Saint John.

### 1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 10:00am.

### 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 (absent)  
Don Darling, Mayor, Saint John (absent)  
Grace Losier, Mayor, Grand Bay-Westfield  
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  
Louise Lukeman, Recording Secretary, FRSC  
Terry Keating, Dept. of Environment & Local Gov't  
Nick Cameron, Recreation Facilitator, FRSC  
Brian Shannon, Senior Building Inspector and Development Officer, FRSC

### 3. Approval of Order of Business

**Motion:** To approve the October 22, 2018 agenda.

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

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

None

#### **5. Approval of Minutes**

**Motion:** To approve the minutes of August 27, 2018.

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

#### **6. Building and Planning Quarterly Report – Brian Shannon**

Brian Shannon presented the third quarter Building and Planning report and gave explanation and response to the questions which arose during the August Board meeting. The large year to date construction value difference between 2017 to 2018 seems to be due to slow start in the building season, possibly due to the flood. The construction value is now on par with 2017. In most cases repairs to seasonal properties required environmental approvals and insurance claim approvals before permits were issued. Some owners live away and had to schedule time to begin their repairs.

**Motion:** To receive and file the building and planning report as provided by Brian Shannon.

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

#### **7. 2019 Budget**

As per legislation, the 45-day Stakeholder review was completed and the budget was presented for approval. Executive Director MacLeod updated the commission on his budget presentations to LSD's, Quispamsis, Rothesay and Grand Bay-Westfield. No other communities requested presentations. No corrections were noted or requested.

**Motion:** To approve the 2019 Budget as presented.

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

## **8. Capital**

**a) Backhoe - Item 8a was struck from the Agenda**

**b) Leachate Shack**

The leachate shack was salvaged from the landfill cell in 2005, after being discarded by a contractor. It was never included in the capital plan, but is in need of major repairs or needs to be replaced immediately.

It was determined that a replacement shed would be cheaper than repairing the existing shed considering mold and rot around windows, doors and corners. The purchase would be an emergency purchase funded from capital in the operating budget and the shack would be added to the asset plan.

**Motion:** That the Commission authorize the purchase and installation of a new leachate shack and equipment up to \$18000 including the HST portion after rebate to be funded by capital from the operating budget for 2018.

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

## **9. Ice Strategy**

Recreation Facilitator Nick Cameron presented an update on the Ice Strategy. The next phase in the development of the Ice Strategy is to meet with councils, RAC, FRSC and the public for review. Feedbacks from these meeting will be presented at the next Board meeting on December 10, 2018.

**Motion:** To receive and file the report as presented.

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

## **10. Fire Department – Support for LSD’s**

For information purposes, Chair Clark presented proposed changes to the terms of the existing Fire Protection Services Agreement.

### **11. Impairment and Fit for Duty Policy**

Director MacLeod presented to the Board the new “Fit for Duty” policy following the legalization of Cannabis on October 17, 2018.

This policy is designed for all employees on or off site and includes contractors and suppliers, it the expectations and guidelines related to impairment and fitness for duty. The policy has been reviewed by staff, the HR consultant and legal. Only some minor corrections would be made upon final review with any major changes coming back to the Commission if required.

**Motion:** To accept the policy as presented.

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

### **12. Adjournment**

Chairperson Clark asked that before the meeting is adjourned that the next meeting date be set.

Executive Director MacLeod advised that as in the past, it is proposed that the November meeting be cancelled and the December meeting moved up from the regular schedule of the 4<sup>th</sup> Monday. The purpose for the change in date is that the regular date will fall over the Holidays and there is a need to have year-end items dealt with so the proposed date is December 10<sup>th</sup>.

The next meeting date will be December 10<sup>th</sup> at 10:00am.

**Motion:** To adjourn the meeting at 10:50am.

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

APPROVED (date) December 10, 2018

  
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Gary Clark, Chairperson

  
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Louise Lukeman, Recording Secretary