



## **Regular Meeting**

**Meeting #:** 2024-006  
**Date:** May 23, 2024, 9:00 a.m.  
**Location:** Town of Quispamsis  
12 Landing Ct, Quispamsis

**MEMBERS PRESENT** Libby O'Hara, Mayor, Quispamsis  
Robert Doucet, Mayor, Hampton  
Brittany Merrifield, Mayor, Grand Bay-Westfield  
Nancy Grant, Mayor, Rothesay  
Jim Bedford, Mayor, Fundy St. Martins  
John MacKenzie, Deputy Mayor, Saint John  
Ray Riddell, Chair of Fundy Rural District Advisory Committee

**STAFF** Phil Ouellette, CEO, Fundy Regional Service Commission  
Cassie Silhanek, Recording Secretary, Fundy Regional Service  
Commission

### **Meeting Minutes of the Open Session of the Board of Directors of Fundy Regional Service Commission.**

---

**1. In-Camera Session (9:00 a.m. - 9:30 a.m.)**

**2. Order of Business**

**2.a Call to Order**

Chair O'Hara called the meeting to order at 9:24 a.m., noting that Director MacKenzie joined the meeting virtually.

**2.b Record of Attendance**

**2.c Approval of Agenda**

Chair O'Hara called for a motion to approve the agenda.

**Resolution Number: RM-2024-016**

**Moved by:** Director Riddell

**Seconded by:** Director Grant

THAT the Board approve the May 23, 2024, agenda with an addition of a P.R.O. Kids item to the agenda.

**Motion Carried**

**2.d Approval of Minutes**

Chair O'Hara called for approval of the minutes.

2.d.1 April 25, 2024

**Resolution Number: RM-2024-017**

**Moved by:** Director Grant

**Seconded by:** Director Doucet

THAT the Board approve the April 25, 2024, meeting minutes as presented.

**Motion Carried**

2.d.2 May 7, 2024

**Resolution Number: RM-2024-018**

**Moved by:** Director Doucet

**Seconded by:** Director Bedford

THAT the Board approve the May 7, 2024, meeting minutes as presented.

**Motion Carried**

**2.e Disclosure of Conflict of Interest**

Chair O'Hara called for acknowledgement of any conflicts of interest, there were none presented.

**3. CEO Verbal Update**

CEO Ouellette gave a verbal update on a variety of topics, including: EIA conditional approval, FRSC's application to Rural Transit Solutions Fund, RDC application regarding the Regional Facilities, upcoming Board meetings being hosted in June in Browns Flat and July in Hampton, summary of the meeting

Chair O'Hara and CEO Ouellette attended with Union of Municipalities of New Brunswick, and progress on the working group session for Fiscal Reform.

**4. Consent Items**

**4.a Building and Planning Monthly Report**

**Resolution Number: RM-2024-019**

**Moved by:** Director Doucet

**Seconded by:** Director Bedford

THAT the Board receive and file this report.

**Motion Carried**

**4.b Recent Funding Overview**

**Resolution Number: RM-2024-020**

**Moved by:** Director Riddell

**Seconded by:** Director Bedford

THAT the Board receive and file this report.

**Motion Carried**

**5. Standing Items**

**5.a Committee Agendas**

**Resolution Number: RM-2024-020**

**Moved by:** Director Grant

**Seconded by:** Director Riddell

THAT the Board receive and file the committee agendas presented.

**Motion Carried**

**6. Annual General Meeting**

CEO Ouellette introduced the items included in the Annual General Meeting category

**6.a 2023 Annual Report**

Brenda MacCallum, Manager, presented on the 2023 Annual Report detailing updates in this report that reflect the new mandates the FRSC was responsible for beginning in the 2023 year.

For more information on Mrs. MacCallum's presentation, please see the audio recording on the website.

**Resolution Number: RM-2024-021**

**Moved by:** Director Bedford

**Seconded by:** Director Doucet

THAT the Board receive and file this presentation.

**Motion Carried**

**Resolution Number: RM-2024-022**

**Moved by:** Director Merrifield

**Seconded by:** Director Riddell

Direct the FRSC to solicit interest from FRSC members to schedule presentations starting in July 2024 with local councils on the 2023 FRSC annual report.

**Motion Carried**

**6.b Asset Retirement Obligation**

CEO introduced the new accounting obligations that are imposed on public sector organizations.

Mark Porter, Director of Finance, presented on the report submitted to the Board and the background to this report.

For more information on Mr. Porter's presentation of this report, please see the audio recording on the website.

**Resolution Number: RM-2024-023**

**Moved by:** Director Bedford

**Seconded by:** Director Doucet

THAT the Board receive and file this report.

**Motion Carried**

**6.c 2023 Audited Financial Statements**

Andrew Logan, Teed Saunders Doyle, presented on the Audited Financial Statements provided by their firm, noting the accuracy of the statements and making sure they meet the public accounting standards. Mr. Logan

noted that the statements held no material errors or adjustments needed, and no fraudulent activity was detected.

For more information on Mr. Logan's presentation of the Audited Financial Statements, please see the audio recording on the website.

**Resolution Number: RM-2024-024**

**Moved by:** Director Doucet

**Seconded by:** Director Riddell

THAT the Board adopt the Financial Statements as presented.

**Motion Carried**

**6.d Reappointment of Auditor**

**Resolution Number: RM-2024-025**

**Moved by:** Director Merrifield

**Seconded by:** Director Bedford

THAT the Board reappoints Teed Sounders Doyle as the auditor for the FRSC for the 2024 financial audit.

**Motion Carried**

**6.e Election of Board Officers**

Chair O'Hara read out article 4.5.1 of the Procedural By-Law, revised in May of 2024.

CEO Ouellette provided the procedure for the Election of the Board Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act, and its regulations, and according to Robert's Rules.

**Resolution Number: RM-2024-026**

**Moved by:** Director MacKenzie

**Seconded by:** Director Riddell

THAT the Board appoints Mayor Jim Bedford as Chairperson from May 24, 2024, until May 22, 2025, or until the FRSC Board elects a new Chairperson;

THAT the Board appoints Mayor Robert Doucet as Vice-Chairperson from May 24, 2024, until May 22, 2025, or until the FRSC Board elects a new Vice-Chairperson;

AND THAT the Board appoints Libby O'Hara as Past-Chair from May 24, 2024, to May 22, 2025, or until the FRSC Board elects a new Past-Chair.

**Motion Carried**

**7. Reports/Presentations**

**7.a Quarterly Financial Update**

CEO Ouellette presented on the Q1 Financial Statements.

**Resolution Number: RM-2024-027**

**Moved by:** Director Doucet

**Seconded by:** Director Bedford

THAT the Board receive and file the 2024 FRSC Q1 Financial Statements.

**Motion Carried**

**7.b Community Planning and Building Inspection Reserve**

CEO Ouellette spoke about the rescinding of a motion regarding releasing money from the Local Planning Operating Reserve which was voted on by all Board members, and restated the motion and the background related to these funds and clarified that this vote is only for the members.

Director Bedford does not support the proposed new motion, defeating the motion.

**Resolution Number: RM-2024-028**

**Moved by:** Director Doucet

**Seconded by:** Director Grant

THAT the Fundy Regional Service Commission rescind the following resolution adopted by the Board of Directors on April 25<sup>th</sup>, 2024:

RM-2024-005: "THAT the Board authorizes the Fundy Regional Service Commission to transfer \$85,000 from the Local Planning Services Operating Reserve to the Local Planning Services Operating Fund to support expenses associated with the office fit-up of 20-30 Broadview Avenue."

**Motion Carried Unanimously**

**Resolution Number: RM-2024-029**

THAT the Fundy Regional Service Commission transfer \$85,000 from the Local Planning Services Operating Reserve to the Local Planning Services Operating Fund to support expenses associated with the office fit-up of 20-30 Broadview Avenue.

**Motion Defeated**

**8. Correspondence**

**Resolution Number: RM-2024-030**

**Moved by:** Director Merrifield

**Seconded by:** Director Doucet

THAT the Board receive and file the following correspondence as presented:

8.2 Letter to Minister of Service New Brunswick

8.3 Letter to Minister of Tourism, Heritage and Culture

8.4 Certificate of Determination - Environmental Impact Assessment

8.5 Envision Saint John 2024 Q1 Financial Statements

8.6 Envision Saint John 2023 Audited Financial Statement

8.7 Saint John Airport Annual Report and 2023 Financial Statements

With the exception of Correspondence item 8.1 Regional Facilities Annual Reports and Budgets being removed from this list for discussion.

**Motion Carried Unanimously**

**8.a Regional Facilities Annual Reports and Budgets**

**Resolution Number: RM-2024-030**

**Moved by:** Director Grant

**Seconded by:** Director Doucet

THAT the Board refer this item to the Regional Facilities Committee for review.

**Motion Carried Unanimously**

**8.b Letter to Minister of Service New Brunswick**

**8.c Letter to Minister of Tourism, Heritage and Culture**

- 8.d Certificate of Determination - Environmental Impact Assessment
- 8.e Envision Saint John 2024 Q1 Financial Statements
- 8.f Envision Saint John 2023 Audited Financial Statement
- 8.g Saint John Airport Annual Report and 2023 Financial Statements

9. P.R.O. Kids

Chair O'Hara opened the floor for comments or questions, none were raised.

10. New Business

11. Adjournment

Chairperson O'Hara called for a motion to adjourn at 10:57 a.m.

**Resolution Number: RM-2024-032**

**Moved by:** Director Riddell

**Seconded by:** Director Doucet

THAT the Board adjourn the May 23, 2024, meeting at 10:57 a.m.

**Motion Carried Unanimously**

---

Libby O'Hara, Chairperson

---

Cassie Silhanek, Recording Secretary