



Regular Monthly Meeting

April 25, 2022

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, April 25, 2022, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 11:02 a.m.

2. Record of Attendance

Brittany Merrifield	Chairperson
Jim Bedford	Vice Chairperson
Bette Ann Chatterton	Mayor, St. Martins
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Libby O'hara	Mayor, Quispamsis
Ray Riddell	Local Service District Representative
Cindy MacCready	Local Service District Representative
John Cairns	Local Service District Representative

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

Ken Anthony, Transition Facilitator, Local Governance Reform

Andrew Logan, Partner, Teed Saunders Doyle

Les Weber – Regional Emergency Management Coordinator – Region 9, NBEMO

Tom Simpson – Chair CMEI

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the April 25 2022 Agenda as presented with the re-numbering of number six (6) "Planning – Building Inspection – March 2022" to number eight (8) and the re-numbering of number eight (8) "EMO – Les Weber" to number six (6) due to time constraints.

Moved: Director O'Hara
Seconded: Director MacCready
Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the March 28, 2022 minutes as presented.

Moved: Director O'Hara
Seconded: Director Grant
Vote: *Motion Carried*

6. EMO – Les Weber

Les Weber, Regional Emergency Management Coordinator – Region 9 NBEMO, provided an overall update on the Spring Freshet 2022.

Riverwatch began on March 10, 2022 and ends when the water level at the Jemseg gauge is at or below 3.6m. Mr. Weber explained that as of April 25, 2022, the water has dropped to warning level. It was further explained that all ice jams are freed which indicates that no flood issues are expected this year based on current and future weather forecasts.

Emergency preparedness was discussed at both the Regional and Municipal levels as well as the stakeholder level. It was also explained that emergency response for LSD areas is handled by the Local Service Manager.

Motion: To receive and file as presented.

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

7. Finance

a. Audited 2021 Financial Statements

The 2021 Audited Financial Statements were presented for consideration. Andrew Logan, Teed Saunders Doyle was invited to provide a short summary of their findings. Overall, the FRSC records are in excellent shape, and no adjustments were made. There were no issues with internal controls and no significant issues were found during the audit.

Mr. Logan explained that the FRSC is in a surplus position rather than a deficit position as predicted in the 2021 budget due to lower expenses and higher revenue than anticipated, specifically relating to the recycling market. Recycling totes were acquired in 2021 with the roll out of curbside recycling collection in the LSD areas and there was also a change in the markets so a third shift was not required to run in the Material Recovery Facility.

During the presentation of the financial statements, an error was noted on page nine (9). It should indicate that the financial statements were approved by the Commission on "October 25, 2020".

Motion: To receive and file the 2021 Audited Financial Statements as presented.

Moved: Director O'Hara
Seconded: Director MacKenzie
Vote: *Motion Carried*

b. Q1 2022 Financial Statements

Executive Director MacLeod presented the Q1 2022 Financial Statements explaining that as per legislation, a statement of performance must be submitted every quarter. Currently the FRSC is sitting in a favorable position with a surplus of approximately \$87,000.

Some highlighted items included the revenue received from the Fundy Quay project which helped to offset the increase in overall fuel costs and leachate transportation expenses related to weather events. The generator was not running as much due to weather which affected both revenue and expenses. It was also noted that the retirement of the Senior Building Inspector, was not expected and therefore, unbudgeted expenses for training a new building inspector would be reflected in the financial statements.

Motion: To receive and file the Q1 2022 Financial Statements as presented.

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

8. Planning – Building Inspection – March 2022 – Nick Cameron

Nick Cameron, Assistant Development Officer, FRSC, presented the March, 2022 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of March, 2022 was \$1,970,000 compared to 2021 which was \$535,240.

Mr. Cameron also noted that we were participating in a federal approval for a cell phone tower in Simonds for March, 2022. It was discussed that this process with the commission is relatively new and not a common occurrence, but that the Commission should be informed.

Motion: To receive and file the Monthly Report for March, 2022 as presented.

Moved: Director O'Hara
Seconded: Director MacKenzie
Vote: *Motion Carried*

9. CMEI

a. Financial Report

The CMEI Financial Statements were discussed for the year ending October 31, 2021. It was noted that the cash or near cash assets were under the threshold of sixty thousand dollars (\$60,000.00) 2022 equivalent, therefore, no penalty would be applied as per section 6.02 of the agreement under Order in Council 96-849(I).

Motion: To receive and file the CMEI Financial Statements for November, 2020 to October, 2021.

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

b. Operating Grant

The requirement to fund CMEI operations under Order in Council 96-849(1) was discussed. The annual amount for 2022 with a partial inflation adjustment is \$25,380.

Motion: The 2022 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$25380 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI's end of October 31, 2022.

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

c. Audit Fee

The financial commitment by the Commission to a "review engagement" of CMEI's financial statements was discussed.

Motion: The Fundy Regional Service Commission immediately pay CMEI \$1000 toward the review engagement of their financial statements by Teed Saunders Doyle.

Moved: Director O'Hara
Seconded: Director MacKenzie
Vote: *Motion Carried*

Chairperson Merrifield called for a motion to adjourn.

Motion: To adjourn the meeting at 11:51 a.m.

Moved: Director MacCready
Seconded: Director Riddell
Vote: *Motion Carried*

APPROVED (date) May 30, 2022


Brittany Merrifield, Chairperson


Alicia Raynes, Recording Secretary