



**Regular Monthly Meeting**

**April 26, 2021**

---

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, April 26, 2021, at 10 Crane Mountain Rd., Saint John NB via teleconference.

**1. Call to Order**

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 10:40 a.m.

**2. Record of Attendance – via teleconference**

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
Bette Ann Chatterton	Mayor, St. Martins (via telephone)
Gary Clark	Mayor, Quispamsis
Grace Losier	Mayor, Grand Bay-Westfield
Shirley McAlary	Deputy Mayor, Saint John
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	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  
Andrew Logan, Partner, Teed Saunders Doyle  
Scott Stubbs, Secretary, Grand Bay ATV Riders Club #37

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

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the April 26, 2021 Agenda as presented with the addition of “Staff Annual Pay Raises” as number seven (7) C moved from closed session.

Moved: Director Clark  
Seconded: Director McAlary  
Vote: *Motion Carried*

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the March 22, 2021 minutes as presented.

Moved: Director Losier  
Seconded: Director McAlary  
Vote: *Motion Carried*

**6. Planning – Building Inspection – March 2021**

Nick Cameron, Assistant Development Officer, FRSC, presented the March, 2021 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, 2021 was \$535,240 compared to 2020 which was \$622,000.

Mr. Cameron also advised that under the new building code administration regulation, building permit waivers issued for “electrical work only” would no longer be required.

**Motion:** To receive and file the Monthly Report for March, 2021 as presented.

Moved: Director Clark  
Seconded: Director Rathburn  
Vote: *Motion Carried*

**7. Finance**

**a. 2020 Audited Financial Statements**

The 2020 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. The expenses appear to be very well managed, especially during a pandemic.

Additionally, it was noted that the FRSC portfolio investments for the post-closure fund saw a loss this year. It was further explained that some investments are in equity markets that tend to fluctuate but are held in long term conservative type of investments so there are no significant concerns.

**Motion:** To receive and file the 2020 Audited Financial Statements as presented.

Moved: Director McAlary  
Seconded: Director Clark  
Vote: *Motion Carried*

**b. Q1 2021 Financial Statements**

Executive Director MacLeod presented the Q1 2021 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 \$97,500.

**Motion:** To receive and file the Q1 2021 Financial Statements as presented.

Moved: Director Losier  
Seconded: Director McAlary  
Vote: *Motion Carried*

**c. Staff Annual Pay Raises**

**Motion:** To approve the recommended office staff salary increase of 2.0% for 2021.

Moved: Director McAlary  
Seconded: Director Rathburn  
Vote: *Motion Carried*

**Motion:** To approve the 1.9% wage increase, retroactive to April 1, 2021 for Executive Director MacLeod as per the employment contract.

Moved: Director Losier  
Seconded: Director McAlary  
Vote: *Motion Carried*

**8. Proposed Trail**

Executive Director MacLeod introduced Scott Stubbs, Secretary, Grand Bay ATV Riders Club #37. Mr. Stubbs indicated that as a member of the Grand Bay ATV Riders Club, they are looking to seek approval to access a section of FRSC vacant land to use as part of their trail system. The purpose of the trail is to keep ATV traffic off of the highway and shoulder, which would provide improved safety to motorists and ATVs alike. It was explained that agreements would be signed to keep the trails maintained and any agreement would be open ended. They are looking to make one crossing between Henderson Lake Road and Acamac Backland Road.

Executive Director MacLeod explained that the FRSC does not see any barriers or issues with this proposed trail, however there is a high expectation of cleanliness, insurance requirements and all work has to be to proper standards.

**Motion:** To give permission to Grand Bay ATV Riders Club #37 to construct a trail through FRSC owned property pending a signed agreement.

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

**9. Plastic Bags – Minister’s Response**

A letter from the Minister of Environment was presented in response to Chairman Grant’s letter regarding the future of plastic bags in the province of New Brunswick. The letter indicated that

the province is moving forward with an Extended Producer Responsibility (EPR) program for Packaging and Paper Products (PPP). This will include an expansion of residential recycling programs including all single-use packaging such as plastic bags.

The letter also explained that Environment and Climate Change (ECC) is also gathering information and continuing to explore further options to help eliminate single-use plastics bags.

**Motion:** To receive and file the letter from the Minister as presented.

Moved: Director McAlary  
Seconded: Director Clark  
Vote: *Motion Carried*

#### 10. Next Meeting Date

Executive Director MacLeod explained that depending on how the election process goes, we are hoping to have a new board and orientation package ready in time for a May meeting. However, due to the election process and delays due to COVID-19, that may not be possible. It was agreed that moving the Annual General Meeting (AGM) to June may be the best option.

**Motion:** To delay the Annual General Meeting (AGM) until the June monthly meeting.

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

Chairperson Grant called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:12 am.

Moved: Director Losier  
Seconded: Director Clark  
Vote: *Motion Carried*

APPROVED (date) June 28, 2021

*Nancy Grant*  
Nancy Grant, Chairperson

*Alicia Raynes*  
Alicia Raynes, Recording Secretary