



**Regular Monthly Meeting
April 27, 2020**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, April 27, 2020, hosted at 10 Crane Mountain Rd., Saint John NB via teleconference.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:08 a.m.

2. Record of Attendance – via teleconference

Gary Clark	Chairperson
Glen Baxter	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Don Darling	Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Nancy Grant	Mayor, Rothesay
Brenda Rathburn	Local Service District Representative
Jim Bedford	Local Service District Representative
John Cairns	Local Service District Representative

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC
Alicia Raynes, Recording Secretary, FRSC
Brian Shannon, Building Inspector/Development Officer, FRSC
Les Weber, Regional Emergency Management Coordinator - Region 9 NBEMO
Andrew Logan, Teed Saunders Doyle

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the April 27, 2020 Agenda as presented with re-numbering of Community Projects to number thirteen (13) and the addition of Blue Bin Depots to number nine (9), YSJ Board Reappointment to number ten (10), Staff Annual Raises to number eleven (11), and Legal-Employee Pensions to number twelve (12)

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the February 24, 2020 minutes.

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

6. Planning – Building Inspection – Q1 2020

Brian Shannon, Building Inspector/Development Officer, FRSC presented the 1st Quarter Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. The 2020 estimated cost of construction is \$9000 lower than 2019 year to date values.

Motion: To receive and file the report as provided.

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

7. Financial

a. 2019 Audited Financial Statements

Executive Director MacLeod presented the board with a brief overview of the 2019 Audited Financial Statements. He noted that the 2019 sales were higher in part due to increased public traffic and also the 2019 flood event. It was also mentioned that municipal waste saw an increase of 6%. In addition, there was a 40% increase in leachate treatment costs as there was higher rainfall last year and more open garbage cell space due to the wait for EIA decision on the pits and quarries application. The FRSC also saw an increase in costs due to closures in the Asian recycling markets.

Andrew Logan, Teed Saunders Doyle was invited to give a short summary of their findings. There were no adjusting entries made to the internal financial reports. The FRSC has strong internal controls and there have been no significant issues found during the audit.

It was asked whether the new Long-Term Debt was to refinance the demand loan for the construction of cell 8. Executive Director MacLeod responded yes, that was correct.

Motion: To receive and file the 2019 Audited Financial Statements as presented.

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

b. Q1 2020 Financial Statements

Executive Director MacLeod presented the Q1 2020 Financial Statements, providing a brief summary. There was an approximate \$70K deficit in solid waste, but it was a timing issue as the budget projections were straight-lined and not adjusted for seasonality at this time. It was asked whether or not it is anticipated that COVID-19 will have any financial impact on the FRSC. Executive Director MacLeod explained that typically two thirds of the waste comes from the ICI sector and only one third is residential. It's likely that there will be a spike in volume for a three to four-week period and then a sharp downturn, due to a drop in commercial waste.

Motion: To receive and file Q1 2020 Financial Statements as presented.

Moved: Director Darling
Seconded: Director Baxter
Vote: *Motion carried*

8. NBEMO – Les Weber

Les Weber, Regional Emergency Management Coordinator-Region 9 NBEMO provided an overall update on both COVID-19 and Spring Freshet 2020.

Mr. Weber confirmed that as of today, there are 112 recovered cases of COVID-19 in New Brunswick. EMO Managers have been meeting throughout Municipalities since January 27, 2020. There have been weekly EMO meetings providing updates on both COVID-19 and Spring Freshet, as well as weekly meetings with Dr Kim Barker. Mr. Weber also discussed the different programs in place to assist those in need with both food and shelter during the COVID-19 outbreak.

Riverwatch began on March 11, 2020. Municipalities have purchased pre-filled sand bags or sandbag machines to prepare in the event that flooding occurs. Mr. Weber also advised that the Canadian Red Cross will not have Reception Centres open in support of Spring Freshet, but that registration would be done virtually/online and anyone affected would be placed into hotels if they did not receive support from other family members.

Motion: To receive and file as presented.

Moved: Director Darling
Seconded: Director Baxter
Vote: *Motion carried*

9. Blue Bin Depots

Board members wanted to know when the Blue Bin Depot locations would be open to the public for recycling. Executive Director MacLeod explained the FRSC is currently waiting for WorkSafe NB and Public Health to publish guidelines as to what control measures need to be put in place before normal business can resume. The Blue Bin Depot locations are not manned on a regular basis and it needs to be determined how the social distancing rules can be applied to these locations.

A discussion was also had regarding the use of the Blue Bin Depots by the public, despite the closed signs that have been placed on the bins. The question was asked if blocking the bins off

would be an option. Executive Director MacLeod responded that it would likely be more cost effective and less liability to remove the bins but that was not being considered at this time. The FRSC is consulting with Legal to ensure that signs provide protection in terms of liability.

Motion: To receive and file as presented.

Moved: Director Darling

Seconded: Director Losier

Vote: *Motion carried*

10. YSJ Board Reappointment

Executive Director MacLeod noted that Shilo Boucher's seat on the Board of Directors of the Saint John Airport is up for renewal. Ms. Boucher is willing to extend for another 3-year term with the support of the FRSC Board of Directors.

Motion: To reappoint Shilo Boucher for a second three-year term on the Saint John Airport Board of Directors.

Moved: Director Losier

Seconded: Director Baxter

Vote: *Motion carried*

11. Staff Annual Pay Raises

Executive Director MacLeod discussed that the approved 2020 budget contains provisions for office staff salary increase of 2.0%. The CPI change for 2019 was 2.3%. However, a recommendation of an increase of 2.0 % was presented. This is in line with the increase to union staff of 2.0% and is consistent with the increase in 2018 where CPI was 0.6% and the FRSC approved an increase of 1.75% to match the union.

Director Darling explained that current directives from the City of Saint John for increases to staff of City Boards would not allow him to support the motion.

Motion: That the Commission authorize the Executive Director to adjust staff salaries to reflect an increase of 2.0% for 2020.

Moved: Director Grant

Seconded: Director Cairns

Nay: Director Darling

Vote: *Motion Carried*

12. Legal – Employee Pensions

Executive Director MacLeod provided a brief background on the error in employee pension contributions from 2004 to 2018. A "new" employee pension plan was implemented in 2004. The employer contribution portion of the pension was treated as income from 2004 to 2018. This was an error discovered in 2018 by the new accountant for the FRSC. The CRA has compensated for all years from 2008 to 2018. A preliminary legal opinion indicates that the FRSC is liable for the rest of the monies from 2004 to 2007. The FRSC insurance coverage has offered to cover the majority of the principle. Director MacLeod was asked to challenge for the full principle value. The future value was calculated by staff and would need to be covered separately.

Motion: That the Commission fund the future value of money from 2004 to 2007 plus the insurance deductible, from Operations.

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

13. Community Projects

Executive Director MacLeod stated that Order in Council 2005-112 requires the establishment of an annual fund for on-site amenities, off-site host community or a combination of both options. It allows for consultation with local groups to help determine recipients. The agreement with CMEI requires allocation of \$75000 annually adjusted for partial inflation to \$90199 in 2020. Under the agreement CMEI must fairly evaluate and recommend projects for funding and Fundy Region Solid Waste will review and consider the recommendations actively with CMEI. A new scorecard was developed in partnership with CMEI and the score has been recorded on the recommendation sheet resulting in a ranking for disbursement of funds.

Executive Director MacLeod explained that due to the community nature of the projects and the continued State of Emergency, there has been concern raised as to whether some of the projects can be executed during the required time frame. Even if the State of Emergency is lifted, there will be still a set of unknown restrictions which may impact project completion thereby causing projects to lose funding. Supporting the economy, by continuing with the projects was discussed. It was understood that if projects could not be completed, they would be discussed at the Commission for direction.

Motion: To approve the funding for host community projects as presented up to the amount of \$90199 in 2020.

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

A discussion was had regarding the next meeting date. Executive Director MacLeod stated that typically the Annual General Meeting is in May and during that meeting, elections take place for the Chairperson and Vice Chairperson. It was noted that Vice Chairperson Baxter would not be returning after June 1, 2020 as his term has ended. It was asked if the annual meeting would be deferred and if so, would the term for board members be extended? Executive Director MacLeod responded that an alternate would be used in the interim.

Motion: To delay the Annual General Meeting until June.

Moved: Director Losier
Seconded: Director Rathburn
Vote: *Motion carried*

Chairperson Clark called for a motion to adjourn the meeting

Motion: To adjourn the meeting at 12:05 pm.

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

APPROVED (date) May 27, 2020



Gary Clark, Chairperson



Alicia Raynes, Recording Secretary