



**Monthly Meeting  
December 19, 2022**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, December 19, 2022, at 10 Crane Mountain Rd, Saint John, NB.

**1. Call to Order**

The Board Vice Chairperson, Jim Bedford, called the meeting to order at 12:19 p.m.

**2. Record of Attendance**

Jim Bedford	Vice Chairperson
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Libby O'hara	Mayor, Quispamsis
Ray Riddell	Local Service District Representative
Tina Dealy	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

Brittany Merrifield, Chairperson  
Bette Ann Chatterton, Mayor, St. Martins

**OTHERS**

Phil Ouellette, Chief Executive Officer, FRSC  
Marc MacLeod, Executive Director, FRSC  
Alicia Raynes, Recording Secretary, FRSC  
Robert Doucet, Mayor, Hampton

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

The Vice Chairperson asked for approval of the Order of Business

**Motion:** To approve the December 19, 2022 Agenda as presented.

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

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**a. October 19, 2022**

**Motion:** To approve the October 19, 2022 minutes as presented.

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

**b. November 28, 2022**

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

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

**6. Consent Agenda**

None

**7. Planning – Building Inspection– Nick Cameron**

**a. November, 2022**

Nick Cameron, Assistant Development Officer, FRSC, presented the November, 2022 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was provided. Year-to-date total estimated cost of construction at the end of November, 2022 was \$20,905,918 compared to 2021 which was \$13,296,240.

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

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

**b. Revised PRAC Bylaw**

Nick Cameron, Assistant Development Officer, FRSC, provided an overall background on the Planning Review and Adjustment Committee (PRAC) responsibilities as per the Regional Service Delivery Act. It was explained that PRAC and FRSC staff reviewed the PRAC by-law and approved recommendations for changes to the by-law at the PRAC November 29, 2021 meeting. These changes would help to align with Local Governance Reform legislation and would allow meeting times and locations which are more accessible for the public. It was further explained that changes were not implemented immediately after the initial review due to anticipated changes under local governance reform. PRAC reviewed the recommended changes again at the November 21, 2022 meeting. The recommendations approved by PRAC are:

1. Require that PRAC member vacancies are advertised.
2. Clarify FRSC board representation on PRAC.
3. Clarify time limits for public participation.

4. Have a final call for anyone else wishing to speak who has not yet spoken.
5. Allow different meeting locations and times, including virtual meetings.
6. Change notice to neighbours from 14 business days to “two weeks” before the meeting.
7. Incorporate required changes due to local governance reform.

**Motion:** To approve the recommended changes to the PRAC By-Law as presented.

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

## **8. Finance**

### **a. Tender 2022-05 – Supply of Aggregate**

Executive Director MacLeod noted that this tender is the standard annual contract for supply of aggregate for the 2023 calendar year which is used for things such as cover material, as well as road maintenance and animal control in the landfill as required.

It was explained that two (2) bids were received, however one (1) bid from Galbraith Construction was disqualified as it did not supply the material to the site as required under the contract. Additionally, it was explained that the only remaining bid is over the 2023 budget of \$9 per metric tonne and therefore, we will continue to look for other sources.

**Motion:** To award Tender 2022-05 Supply of Aggregate to the lowest qualified bidder Keel Construction Limited at \$11.95 per metric tonne for the 2023 fiscal year.

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

### **b. Tender 2022-06 – Standby Leachate Hauling**

Executive Director MacLeod noted that this tender is the annual contract for supply of standby collection and haulage of leachate for the 2023 calendar year.

**Motion:** To award tender 2022-06 Supply of Standby Collection and Haulage of Leachate to the lowest qualified bidder Keel Construction Limited for the price of \$8.00 per metric tonne for the 2023 fiscal year.

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

### **c. Year End Motions**

Executive Director MacLeod explained that the Material Recovery Facility was built with a grant from the Building Canada Fund which requires reserves to be funded with \$25,000 annually, specifically for the MRF in order to sustain operations into the long term.

**Motion:** To approve the transfer of \$25,000 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund in accordance with the replacement reserve requirements of Project No. 27900 – Canada-New Brunswick Building Canada Fund – Communities Component.

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

**Motion:** To amend the agenda to include item eight (8) d "Vacation Payout" moved from closed session.

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

**d. Vacation Payout**

**Motion:** The Commission approve the payout of 25 days of vacation from 2022 for two employees who accumulated unused vacation due to the additional workload commitments in 2022 from local government reform activities.

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

Vice Chairperson Bedford called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:40 p.m.

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

APPROVED (date) Feb 16/23

  
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Jim Bedford, Vice Chairperson

  
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Alicia Raynes, Recording Secretary