



**Monthly Meeting
February 16, 2023**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Thursday, February 16, 2023, at 10 Crane Mountain Rd, Saint John, NB.

1. Call to Order

The Board Chairperson, Libby O’Hara, called the meeting to order at 11:38 a.m.

2. Record of Attendance

Libby O’Hara	Chairperson
Jim Bedford	Vice Chairperson
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Robert Doucet	Mayor, Hampton
Bruce Dryer	Fundy Rural District Representative

Absent

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC

Marc MacLeod, General Manager, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

Brenda MacCallum, Public Relations & Program Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the February 16, 2023 Agenda as presented with the addition of “Landfill Height EIA” as item 10, moved from closed session.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

- a. **December 19, 2022**
- b. **February 3, 2023**

Motion: To approve the December 19, 2022 minutes and the February 3, 2023 minutes as presented.

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

6. Consent Agenda

- a. **Planning – Building Inspection – December, 2022 – Nick Cameron**

The December, 2022 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was provided for consideration.

Motion: To receive and file as presented.

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

7. Finance

- a. **Emergency Purchase – MRF Roof**

General Manager, Marc MacLeod provided a report detailing that in 2022, a number of fabric tears and holes began to appear in the Material Recovery Facility (MRF) roof, which has reached its life expectancy. A number of patches were placed, however, after more tears appeared, a structural assessment was commissioned and completed by GEMTEC and concluded that the metal framework of the building was sound, however the fabric would need to be replaced. This was budgeted for in the 2023 capital plan from long term debt for the latter half of 2023. Mr. MacLeod explained that this type of funding requires approval from the Municipal Capital Borrowing Board (MCBB), understanding that the FRSC could not order a replacement until MCBB approval which could take 2-3 months. It was further explained that as part of the Building Canada Fund contract for the construction of the MRF, the FRSC was obligated to place \$25,000 on an annual basis into a capital reserve fund, which has now accumulated approximately \$200,000. In addition, there is also another \$250,000 in the same capital reserve fund for any projects at the landfill.

On Friday, February 3, 2023, there were additional tears in the fabric due to high winds and heavy snow which resulted in halting operations in the MRF due to safety concerns. It was explained that temporary repairs are being completed from the operating fund budget at a cost of approximately \$15,000. Although operations in the MRF have resumed, it is only operating as weather permits. Therefore, under the authority of the Procurement Act, the CEO, in consultation with staff, has approved the immediate order of the replacement fabric as previously approved in the 2023 capital plan. In order to avoid a delay in the project caused by waiting for MCBB approval, the funds will need to come from the capital reserve fund so as not to affect the cash flow for the operating fund which would normally be another option for the purchase.

Motion: To approve the emergency purchase for replacement of the Material Recovery Facility Roof Fabric Panels for up to \$225,000 to be funded from the capital reserve fund.

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

b. Tender for RFP

Brenda MacCallum, Public Relations & Program Development Officer, FRSC, provided a report detailing the Request for Proposal (RFP) for the development of the Fundy Regional Service Commission (FRSC) Regional Strategy which will provide an opportunity for members to collaborate together and with community partners to determine the strategic vision, goals and priorities for the Commission. It was explained that in order to meet the FRSC's legislative requirements, a Regional Strategy must be adopted by July 1, 2023.

It was explained that the RFP for the development of the Fundy Regional Strategy was advertised and there were seven (7) proposals received. After careful consideration, a recommendation was put forward based on not only the lowest bid, but also the most qualified and experienced company in developing strategic plans.

Motion: To award the Request for Proposal for the development of the FRSC Regional Strategy to Dillon Consulting in the amount of \$65,000 plus HST.

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

8. FRSC Work Plan

CEO Ouellette presented the revised FRSC Work Plan for 2023. This work plan is intended to provide clarity to FRSC staff, partners and communities on what can be expected of the FRSC over the coming year. It contains the work required to onboard the Commission's new legislative expectations due to the local governance reform. It was explained that since the FRSC Board Orientation which took place on February 3, 2023, there have been some changes made to the work plan. CEO Ouellette reviewed the changes to the work plan relating to the FRSC objectives and aspirations as well as the focus and themes of the work plan.

There were some concerns regarding the level of priorities in the work plan. One specific area of concern was the Regional Collection RFP indicated as a Tier Three priority. Due to many area contracts for collection that will expire at the end of 2023, members expressed that perhaps this should be moved to a Tier Two priority. CEO Ouellette explained that the work plan could be revised to include it as a Tier Two priority, however, it could be a challenge due to limited admin staff to take on this project.

There were also concerns raised regarding the Rural Plan for the newly formed Fundy Rural District as it is a Tier Four priority, which will not be started until 2024. CEO Ouellette explained that the majority of costs in 2023 relate to local planning and building services, not the rural plan itself. In addition, the offer was made to provide a presentation to the Fundy Rural District to show what they are receiving for the money they are contributing.

Motion: To adopt the 2023 FRSC Work Plan as presented in the February 16th FRSC Board Report, changing the Regional Collection RFP to Tier Two and to direct the Chief Executive Officer to coordinate presentations with FRSC member councils to review the new mandate of the FRSC and its 2023 work plan.

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

9. Public Safety Committee

CEO Ouellette presented a report of the Regional Public Safety Committee Terms of Reference. This was part of the mandate received from the Government of New Brunswick through the local governance reform agenda. The mandate includes exchanging information and discussing resource sharing and joint planning as it relates to public safety services which would be facilitated by a regional public safety committee.

It was explained that the work to identify those best positioned to be permanent members of the committee was started by Les Weber, Regional Emergency Management Coordinator – Region 9 in mid-2022. The process to finalize the terms of reference was discussed and the Terms of Reference document was presented. It was explained that although the FRSC intends to update its Procedural Bylaw in 2023, there is a need to identify an interim solution for committee nominations. It was further explained that until such time that the FRSC procedural bylaw is updated and adopted, FRSC staff will support the executive committee in the nominating function and guide the committee member selection and report this information to the FRSC Board.

Motion: To adopt the Regional Public Safety Committee Terms of Reference as outlined in the February 16th FRSC Board report, and to direct the Executive Committee of the RSC to receive nominations for participation in available positions in FRSC committees and provide recommendations on committee representatives to the FRSC Board, until which time the FRSC's Procedural Bylaw is updated and adopted.

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

10. Landfill Height EIA

Concerns were expressed with the issue of the timing of the application due to the current odor issue which has been ongoing for several months in the surrounding area, specifically Grand Bay-Westfield.

Motion: To proceed with the registration of an EIA to increase landfill height from 90m to 117.5m with an estimated cost of \$100,000 to be funded from the operating fund.

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

Chairperson O'Hara called for a motion to adjourn.

Motion: To adjourn the meeting at 12:21 p.m.

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

APPROVED (date) February 27, 2023

Libby O'Hara
Libby O'Hara, Chairperson

Alicia Raynes
Alicia Raynes, Recording Secretary