



**Annual General Meeting
May 30, 2022**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, May 30, 2022, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 11:18 a.m.

2. Record of Attendance

Brittany Merrifield	Chairperson
Jim Bedford	Vice Chairperson
Bette Anne 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

OTHERS

Marc MacLeod, Executive Director, FRSC
Alicia Raynes, Recording Secretary, FRSC
Nick Cameron, Assistant Development Officer, FRSC
Peter Baxter, Technical Advisor, FRSC
Ken Anthony, Transition Facilitator, Local Governance Reform

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the May 30, 2022 Agenda as presented.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the April 25, 2022 minutes as presented.

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

6. Election of Board Officers

Executive Director MacLeod explained that as per the FRSC Procedural Bylaw, the election of executive officers normally takes place at the Annual General Meeting. He explained that director Chatterton agreed to canvas for nominations and after discussion with board members, it was felt that it would not be practical to have an election at this time. Board members felt the better option would be to defer the election until the new Commission comes into effect.

Motion: To defer the election of executive officers until the new Commission comes into effect.

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

7. Planning – Building Inspection – April

Nick Cameron, Assistant Development Officer, FRSC, presented the April 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 April, 2022 was \$4,330,000 compared to 2021 which was \$1,948,240.

It was asked if it is possible to know what area new developments are taking place. Mr. Cameron explained that he can provide those details in the monthly report moving forward. It was also asked what the tax rate is in the rural areas. Mr. Cameron explained that the tax rate would depend on the specific area.

It was further explained that recently, the FRSC has been challenged on a number of occasions with by-law enforcement which is something that we have not had much experience with. Enforcement typically falls under the responsibility of the community and/or the province. Under the Act, we are able to issue comply orders, and stop work orders. If those steps do not rectify the issue, we have to contact the Minister of Local Government and they have to apply for a court order.

Motion: To receive and file as presented.

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

8. 2021 Annual Report

Executive Director MacLeod presented the 2021 Annual Report. It was suggested by Director Grant that the notes pertaining to the financial statements be included in the annual report as they are missing. Chairperson Merrifield commended staff on the Annual Report.

Motion: To receive and file the 2021 Annual Report as presented.

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

9. Finance

a. Appointment of Auditors

As per legislation requirements, auditors are typically reappointed in the Annual General Meeting. Teed Saunders Doyle & Co. (TSD) have been the auditor of the Commission since inception in 2013. The vendor service review typically occurs every three years and TSD was completed in 2020 before reappointment at the annual meeting in 2020.

After review of our business relationship and the skill market, it was determined that there is no competitive advantage to changing vendors. Additionally, having an auditor familiar with FRSC operations will be essential during the transition to adding the new services mandated by the local government changes through legislation.

Motion: The Commission approve the appointment of Teed Saunders Doyle & Co. to serve as the Auditors for the Fundy Regional Service Commission for the 2022 fiscal year.

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

b. Compactor

Executive Director MacLeod explained that the purchase of the Tana Compactor was approved at the March 2022 meeting, pending approval of borrowing from the Municipal Capital Borrowing Board. At this time, short term bridge financing is required to provide cash flow until the debenture is issued.

It was asked what is being done with the old compactor. It was explained that we will be keeping the old compactor for backup if the new compactor goes down for service. Additionally, the C&D site is currently being expanded and using the compactor at the C&D would help us maximize use of air space.

It was asked if there was any movement from the government to go any higher. It was explained that this would require an Environmental Impact Assessment initiated by the FRSC and approved by the government.

Motion: The Commission authorize a short-term loan with the Canadian Imperial Bank of Commerce in the amount of \$1,300,000 under the authority of ministerial order number 22-0023 for the purchase of a new landfill compactor.

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

c. Insurance Proceeds

Executive Director MacLeod explained that in December, 2021, a motion was made to transfer the insurance proceeds from the destroyed MRF building from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund to be utilized for the construction of the new building in 2022. The funds are now needed to pay for the building.

Motion: The commission authorize the transfer of \$335,780 from the Solid Waste Capital Reserve Fund to the Solid Waste Capital Fund for the construction of the new MRF building.

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

d. Landfill Gas Upgrades

Executive Director MacLeod provided a brief overview of the Crane Mountain LFG System, explaining that the current system actively collects methane gas and uses it to run the on-site generator. Unfortunately, the gas supply is insufficient to operate the generator at full load. In addition, it was explained that the Department of Environment and Local Government (NBDELG) recently included a new stipulation in the FRSC's Certificate of Approval to Operate, mandating the development of a Greenhouse Gas Management Plan showing how the site intends to reduce emissions in the future. In response, the facility is taking aggressive measures to improve gas collection from the landfill. These measures will require some upgrades to the current system.

Details on costs associated with the required upgrades were provided and it was explained that the proposed upgrades are unbudgeted and not in the capital plan for 2022.

Motion: The Commission authorize the upgrade to the landfill gas system including the flare and gas well heads at a cost of \$150,000 before HST to be funded from the solid waste capital reserve fund.

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

e. Loader

Executive Director MacLeod explained that the purchase of a new loader was approved for the 2022 capital budget and approved for purchase from the capital reserve fund in the March 2022 Commission meeting.

Motion: Authorize the transfer of \$230,000 from the Solid Waste Capital Reserve Fund to the Solid Waste Capital Fund for the purchase of a loader.

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

There was a discussion regarding having a consent agenda which can be put together on multiple motions that do not require discussion. For example, this would allow the FRSC to move money from one account to another as long as all background information is provided.

Motion: Standard agenda item 6 will be added to the agenda as "consent agenda".

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

Vice Chairperson Bedford called for a motion to adjourn.

Motion: To adjourn the meeting at 11:55 a.m.

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

APPROVED (date)

07/25/22



Brittany Merrifield, Chairperson



Alicia Raynes, Recording Secretary