



**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

**Regular Monthly Meeting  
September 10, 2019**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, September 10, 2019, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:19 a.m.

**2. Record of Attendance**

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 (Phone)
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  
Pat McCarthy, Recycle NB  
Marco Sivitilli, Gemtec  
General Public

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

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the September, 2019 Agenda as presented with the re-numbering of item 11 to item 12 and the addition of "HR – Executive Annual Raise" as item 11. There will also be an addition of item 11a "Leachate Truck #3", item 11b "Back-Gate Upgrade", item 11c "Cell #7 Landfill Gas Wells", and item 11d "Compost Hall #2 Demolition".

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

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the June 24, 2019 minutes.

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

**6. Planning – Building Inspection**

**a. Q2**

The Q2, 2019 Report for Building, Development & Planning for the Village of St. Martins & FRSC LSD's was provided for consideration.

**Motion:** To receive and file the report as provided.

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

**b. July**

The July, 2019 Report for Building, Development & Planning for the Village of St. Martins & FRSC LSD's was provided for consideration.

**Motion:** To receive and file the report as provided.

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

**7. Printed Paper & Packaging – Recycle NB – Pat McCarthy**

Pat McCarthy, with Recycle NB, presented an overview of the Printed Paper & Packaging Program which is currently being considered by the Province of New Brunswick. This type of extended producer responsibility (EPR) program could increase waste diversion rates up to 75% for residential household waste. The presentation provided the background on the program which is currently in place in several Canadian Provinces. The benefits of introducing this type of program in NB were discussed as well as what this means for Municipalities. Mr. McCarthy also extended an invitation to board members for the upcoming October workshop in Fredericton, NB.

**Motion:** To send a letter of support for the PPP program to the Minister and the Department of Environment and Local Government.

Moved: Director Losier  
Seconded: Director Baxter

Vote: *Motion Carried*

Chair Clark left meeting at 12:00pm and Vice Chair Baxter assumed Chair duties.

**8. EIA Update – Gemtec & Marco Sivitilli**

Marco Sivitilli, with Gemtec, provided an overall update on the Environmental Impact Assessment being conducted with regards to the land purchase being considered by the FRSC. During the presentation he reviewed the EIA process, the tasks that have been completed to date, the public consultation process, the ongoing work, timeline and the next steps to be taken. Mr. Sivitilli discussed the need for the undertaking, reiterating the benefits to the FRSC and the region. The target date for Final Determination is on schedule for November, 2019.

**Motion:** To receive and file the EIA Update as presented.

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

**9. Finance**

**a. Q2 2019 Financial Statements**

Executive Director MacLeod presented the 2<sup>nd</sup> Quarter Financial Statements. The Commission overall is in a surplus position of about \$1.4 million at the end of July.

**Motion:** To receive and file Q2 2019 Financial Statements as presented.

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

**b. Debenture**

Executive Director MacLeod discussed the current debenture issue. In April, 2018 the Commission borrowed funds to construct Cell #8. The construction of the cell was paid on an as need basis out of operating surplus over the past year to minimize the debenture from \$3.62 million to \$2 million. Since the two-year limit will occur in 2020, the accountant has recommended to utilize the debenture.

**Motion:** It be resolved that the Executive Director be authorized to issue and sell, to the New Brunswick Municipal Finance Corporation, a Fundy Regional Service Commission debenture in the principal amount of \$ 2,000,000 with a 3 year term, and on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Fundy Regional Service Commission agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

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

**c. 2020 Budget**

Executive Director MacLeod presented the 2020 Budget for consideration. Some of the changes, including affected tipping fees and upcoming costs were highlighted and discussed in further detail. The reduction of compost volume and the need to increase tip fees from \$28 to \$40 to recover equivalent base costs was discussed.

**Motion:** That the 2020 Budget be approved for distribution to its constituent communities to meet the 45-day notice requirement as required by the Regional Service Delivery Act. It was requested that a summary of highlights be included with the distribution of the 2020 Budget to provide a clear picture of the reason behind the changes.

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

**10. Plastic Bags – City of Saint John Correspondence**

A letter from the City of Saint John was provided to the Commission requesting that the FRSC consider a ban on single use plastic bags in the region.

**Motion:** To refer the item to Executive Director MacLeod to put together a report with the implications of a ban on single use plastic bags and bring it back to the board for further discussion.

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

**11. HR – Executive Director Annual Raise**

A letter was provided by Kevin Murphy, President of HR on Demand, indicating that as per the Employment Contract for Executive Director MacLeod, the applicable wage adjustment entitlement is 2.0% effective April 1, 2019 as per the NB Consumer Price Index.

**Motion:** To approve the 2.0% wage increase, retroactive to April 1, 2019 for Executive Director MacLeod.

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

**a. Leachate Truck #3**

Executive Director MacLeod discussed the use of the 2006 Sterling truck, which was originally intended for backup use. Due to the demands of the additional Cell #8 and the production of leachate, it was necessary to use the Sterling on a regular basis. In addition, this truck is also used to haul compost to Clarendon. It has now become difficult to find parts to maintain the truck in good working order, and meet provincial standards.

**Motion:** That the Commission authorize the capital procurement of a new Leachate Truck #3 to be funded by operating budget surplus for up to \$200,000 before applicable taxes.

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

**b. Back-Gate Upgrade**

Executive Director MacLeod discussed the need for an upgrade to the back-gate entrance at the Landfill. The upgrade will include enhanced security features, ground work, electrical power and infrastructure. The upgrade will help to reduce maintenance costs on the leachate truck fleet as using the back-gate entrance will reduce each trip by 3km resulting in savings on fuel, tires, and regular maintenance.

**Motion:** That the Commission authorize the capital procurement of a new back-gate entrance upgrade to be funded by operating budget surplus for up to \$50,000 before applicable taxes.

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

**c. Cell #7 Landfill Gas Wells**

Executive Director MacLeod discussed the need for landfill gas wells to be drilled for Cell #7. It was reiterated that there is a favorable opportunity to “piggy-back” a tender out of the Southeast, Northwest and Southwest landfills. This will keep the float expenses down for the equipment out of the province of Quebec. Weather and vendor project timing may determine the ability to execute this project in 2019.

**Motion:** That the Commission authorize the capital procurement of new landfill gas wells to be funded by operating budget surplus for up to \$250,000 before applicable taxes.

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

**d. Compost Hall #2 Demolition**

Executive Director MacLeod discussed the need for Compost Hall #2 to be demolished. It was originally planned for the 2020 Budget, however, due to the current condition of the building, it has become a safety concern and it is preferred to do the demolition now.

**Motion:** That the Commission authorize the procurement of demolition services for compost hall #2 to be funded by operating budget surplus for up to \$20,000 before applicable taxes.

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


The date for the next meeting was discussed. It’s anticipated that the next meeting will be the October meeting but there may be a need for a phone meeting on September 23, 2019.


Vice Chairperson Baxter called for a motion to adjourn.

**Motion: To adjourn the meeting at 12:40 pm.**

**Moved: Director Darling**  
**Seconded: Director Rathburn.**  
**Vote: Motion Carried**

APPROVED (date) \_\_\_\_\_

*for*   
\_\_\_\_\_  
Gary Clark, Chairperson

*for*   
\_\_\_\_\_  
Alicia Raynes, Recording Secretary