



**Regular Monthly Meeting
September 28, 2020**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, September 28, 2020, at 10 Crane Mountain Rd., Saint John NB via teleconference.

1. Call to Order

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 10:05 a.m.

2. Record of Attendance – via teleconference

Nancy Grant	Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Shirley McAlary	Deputy Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Gary Clark	Mayor, Quispamsis
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

Absent

Jim Bedford – Vice Chairperson

OTHERS

Marc MacLeod, Executive Director, FRSC
Alicia Raynes, Recording Secretary, FRSC
Mark Porter, Chief Financial Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the September, 2020 Agenda as presented, with the renumbering of number eight (8) to number nine (9) and the addition of Westfield Elementary School – CMEI Funds as number eight (8)

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

4. Disclosure of Conflict of Interest

Director MacCready explained there is a conflict of interest with her for number eight (8) Westfield Elementary School – CMEI Funds. Chairperson Grant advised that Cindy could present and answer any questions and then she would be required to leave the meeting prior to any discussion being held.

5. Approval of the Minutes

Motion: To approve the August 24, 2020 minutes as presented.

Moved: Director McAlary
Seconded: Director Clark
Vote: *Motion Carried*

6. RFP 2020-02 - Baler

Chairperson Grant explained that at the August 24, 2020 commission meeting, the Executive Director was authorized to issue a tender or RFP for a new baler for the material recovery facility at Crane Mountain Landfill.

Executive Director MacLeod explained that a request for proposals (RFP) was posted and 6 proposals were submitted. A recommendation was made based on price, service, warranty and the most helpful optional pricing recommendations.

Motion: To accept the Proposal submitted by Bale Force Recycling Equipment, dated September 14, 2020 to supply and install one (1) "American 7242 1050 horizontal baler" for the total of \$261,484.35 plus HST to be funded from the landfill capital reserve fund.

It was explained that although the cost range was initially expected to be around \$250,000.00, the 10% contingency allows for the cost of \$261,484.35. It was further explained that because this is the recycling department, the FRSC will get back the HST portion.

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

7. Finance

a. Generator Rebuild - Borrowing

Executive Director MacLeod explained that the FRSC needs to borrow money for next year for generator rebuild. As per the Regional Service Delivery Act, the FRSC must provide 45 days notice to Communities of their intent to borrow funds. Once the Communities give their approval, the FRSC can submit an application to the Municipal Capital Borrowing Board.

A spreadsheet was presented indicating the FRSC debt profile and budget projections through to 2024. It was explained that an increase in tipping fees was assumed in the projection as well as the exit of the blue bins. It was noted that these are estimates only.

Motion: The Commission authorize the Executive Director to send written notice to all members that are local governments, of the intent to borrow for a capital expense for the following purpose, amount and terms:

Purpose: Generation Facility

Amount: \$250,000

Term: \$250,000 for a term not to exceed 4 years

Moved: Director Clark

Seconded: Director Rathburn

Vote: *Motion Carried*

b. Cell #9 - Borrowing

Executive Director MacLeod explained that the FRSC needs to borrow money for next year for the construction of cell #9. As per the Regional Service Delivery Act, the FRSC must provide 45 days notice to Communities of their intent to borrow funds. Once the Communities give their approval, the FRSC can submit an application to the Municipal Capital Borrowing Board.

Motion: The Commission authorize the Executive Director to send written notice to all members that are local governments, of the intent to borrow for a capital expense for the following purpose, amount and terms:

Purpose: Solid Waste Services (Environmental Health)

Amount: \$4,464,000

Term: \$4,464,000 for a term not to exceed 4 years

Moved: Director Clark

Seconded: Director Rathburn

Vote: *Motion Carried*

c. 5 Year Capital Plan

A 5-year Capital Plan for the Fundy Regional Service Commission (FRSC) was provided for consideration. Executive Director MacLeod explained that as part of the Regional Service Delivery Act, the FRSC should have a Capital Plan laid out. It was also noted that this plan is a projection only and is subject to approval on an annual basis.

Motion: The Commission adopt the 5-year Capital Investment Plan and sources of funding as presented.

Moved: Director McAlary

Seconded: Director Rathburn

Vote: *Motion Carried*

d. Credit Agreement

Executive Director MacLeod provided a brief background on the Operating Line of Credit with CIBC. It was explained that in order to reflect present day values of possible unforeseen expenses and the timing of projects for winter months which typically bring in less general revenue, our

accountant is recommending the FRSC should increase the line of credit to \$500,000. It was explained that there is no extra charge and this is a procedural requirement for the term.

Motion: The Commission authorize the setting of the line of credit to \$500,000 as per the recommendation of our contract accountant.

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

8. Westfield Elementary School – CMEI Funds

Director MacCready explained that in 2019, CMEI Funds were allocated to the Westfield Elementary School to assist with the building of a new playground. The funds were to be spent by October 1, 2020. However, due to the COVID-19 pandemic, which began in March, 2020, schools were closed and as a result, fundraising efforts were also put on hold. As a result, the Westfield Elementary School is asking for a deferral of funds until 2021.

Director MacCready excused herself from the meeting at 10:27 am.

A discussion was held regarding whether or not the FRSC is allowed to defer funding. It was explained that since there is no clear policy, we have the right to deal with this as we see fit. Typically, the funds would go to a B project if the initial project could not be completed. During the initial approval of funds, \$15,185.35 was awarded to the Westfield Elementary School. However, when Morna Heights School was closed, they transferred their funding of \$3500 to the Westfield Elementary School, bringing their total to \$18,685.35.

Motion: To confirm with CMEI that \$3500 was transferred from Morna Heights School to Westfield Elementary School and to defer the total funding of \$18,685.35 for the project to 2021.

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

Chairperson Grant called for a motion to adjourn.

Motion: To adjourn the meeting at 10:32 am.

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

APPROVED (date) Oct. 26, 2020



Nancy Grant, Chairperson



Alicia Raynes, Recording Secretary