

**Board of Directors Meeting  
April 8, 2014**

Minutes of the open session meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, April 8, 2014 at Place 400, 400 Main Street, Saint John.

**1. Call to Order**

The Board Chairperson, Grace Losier, called the open session meeting to order at 10:17 a.m.

**2. Record of Attendance**

**BOARD MEMBERS**

Grace Losier, Mayor, Grand Bay-Westfield, Chairperson  
Murray Driscoll, Mayor, Quispamsis, Vice-Chairperson  
Bill Bishop, Mayor, Rothesay  
Bette Ann Chatterton, Mayor, St. Martins  
Mel Norton, Mayor, Saint John  
Brenda Rathburn, Local Service District Representative  
David Rogers, Local Service District Representative  
Joan Seeley, Local Service District Representative  
Sandra Speight, Local Service District Representative

**OTHERS**

Jack Keir, Executive Director  
Mark McLeod, Fundy Region Solid Waste  
Brian Shannon, Fundy Regional Service Commission  
Ian Macdonald, Department of Environment and Local Government  
Jim Stubbs, CMEI  
Members of the Media

**3. Approval of Order of Business**

The Chairperson asked for approval of the agenda as presented.

Director Bishop asked to have the following item added to the agenda.  
Item 12A – Rothesay Recreational Park Project

Director Seeley asked to have the following item added to the agenda.  
Item 12B – Motion for Office use

**Motion:** To approve the agenda July 9, 2013 with requested additions 12A and 12B.

Moved: Director Chatterton  
Seconded: Director Speight  
Vote: Motion Carried

#### **4. Disclosure of Conflict of Interest**

None

#### **5. Approval of the Minutes**

##### **5.1 February 25, 2014**

**Motion:** To approve minutes of the February 25, 2014 as circulated.

Moved: Director Rathburn  
Seconded: Director Seeley  
Vote: Motion Carried

##### **5.2 March 20, 2014**

**Motion:** To approve minutes of the March 20, 2014 as circulated.

Moved: Director Seeley  
Seconded: Director Speight

Discussion: Chairperson asked General Manager MacLeod to give a brief review of the meeting item.

Mr. McLeod advised that a conference call meeting to approve debenture AQ36-2004 for the amount of \$521,000.00 was necessary to the time constraints of April 3, 2014 deadline.

Vote: Motion Carried

#### **6. Building and Planning Report**

**Motion:** To receive and file the Building and Planning Report as presented.

Moved: Director Seeley  
Seconded: Director Rogers  
Vote: Motion Carried

## **7. Appointment of Contract Planning Director**

Executive Director Keir as per the motion from the February 25<sup>th</sup> meeting to award the contract for Planning Director Services to Dillon Consulting Ltd as required by legislation. A motion was now required to appoint the Planning Director.

Mr. Keir introduced Gay Drescher from Dillon Consulting Ltd who comes highly recommend as the representative for the appointment of Planning Director.

**Motion:** To appoint Gay Drescher of Dillon Consulting Ltd as Regional Service Commission 9 Planning Director pursuant to the provisions of section 24(2) of the Regional Service Delivery Act.

Moved: Director Seeley  
Seconded: Director Chatterton  
Vote: Motion Carried

## **8. Finances**

### **8.1 – 2013 Audited Financial Statements**

Executive Director Keir advised that he and General Manager MacLeod met with Jean-Marc and reviewed the draft statements.

Chairperson Losier asked for Jean-Marc Poirier to review the statements.

Jean-Marc from the accounting firm of Teed Saunders Doyle & Co., gave an overview of the draft audited Financial Statements. The financial statements are stated under the Public Sector Account Standards (PSAS). He advised that as this is the first year for the Regional Service Commission there is not comparative information aside from the landfill.

**Motion:** To approve the 2013 Audited Financial Statements as presented.

Moved: Director Bishop  
Seconded: Director Driscoll  
Vote: Motion Carried

## **8.2 - Appointment of Auditors**

**Motion:** To approve the appointment of Teed Saunders & Doyle to serve as the Auditors for the Fundy Regional Service Commission for the 2014 fiscal year.

Moved: Director Bishop  
Seconded: Director Driscoll  
Vote: Motion Carried

## **9. Fire Chief Meeting Report**

Executive Director Keir advised that the report outlines the results of the very productive discussion with the local Fire Chief as well as actions items for Brent Whalen and the Executive Director with support from Mr. MacDonald.

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

Moved: Director Driscoll  
Seconded: Director Rogers  
Vote: Motion Carried

## **10 Per Diem Remuneration Bylaw Revision**

Director Seeley commented that the wording of the revision is not exactly to her liking. Should a member receive the \$400.00 per Diem regardless of whether they attend a meeting or not? With regards to compensating an alternate if they attend on behalf of a member, who is responsible to pay them and deal with T4 etc.

Executive Director Keir advised that if an alternate attends a meeting for an absent member that it is the responsibility of the member to compensate the alternate. Payment will be made up as per usual by staff and it would be up to the member to advise staff if a change is required with regard to the recipient.

Director Bishop commented this is the same as with municipal councils and that it is the responsibility of the individual to work out remuneration with the person that attends the meeting on their behalf.

Chairperson Losier commented that the remuneration is not just for attending meetings it is for all the work that a member does for the RSC.

**Motion:** To adopt bylaw 9.2 Directors' Remuneration to read the Board member receive \$400.00 per month as the bylaw suggests regardless whether they attend the meetings or not. If an alternate attends in their place, it is up to the board member to reimburse the alternate.

Moved: Director Bishop  
Seconded: Director Chatterton  
Nay: Director Seeley  
Vote: Motion Carried

## **11 Correspondence – City of Saint John – Sustainable Service Review**

Executive Director Keir advised correspondence was received from the City of Saint John and as the normal procedure is brought for the board information and review.

Chairperson Losier asked given the subject that Director Norton speak on the item.

Director Norton advised that there has been a pertinent turn of the mindset on budget review in Saint John a change in direction when it comes to the delivery of service and getting value for service. Unless there are clear indications that there is actual value and return on investment for taxpayers, then I will not be in a position to have a mandate to support the next budget. We are asking all agencies receiving funds to give presentations to council showing value for the funds being provided.

Chairperson Losier commented that we are legislated to sit here and this certainly doesn't speak to whether we have positive outcomes, or that we are moving anywhere. If we don't have any carrot or stick from the province, we have little incentive to work together on issues. We need to listen to each other and understand the value we can get as a whole, rather than individually if we are going to succeed.

Director Norton commented that there are problems with the new service model; there is a real opportunity here for our region as a whole. And Saint John does not want to step on any toes and we are the "proverbial elephant in the room", however if the commission cannot identify value for the funding he will not have the support of council to approve a budget and that would be the case at any organization funded by the city.

Director Seeley commented that council is trying to stop the "increase cost disease" and support whole hardly the Sustainable Service Review.

Director Bishop commented although he appreciates what the City of Saint John is trying to do, he is satisfied that staff will be able to present the necessary information to support the service for value of the commission.

**Motion:** To have Executive Director Keir make a presentation to Saint John Common Council outlining how the Commission's budget would be affected if the cities funding contribution remain at the 2014 level or increase by 2%.

Moved: Director Seeley  
Seconded: Director Norton

Vote: Motion Carried

## **12. Crane Mountain Enhancement Inc. (CMEI)**

### **12.1 – Release of CMEI Operating Grant**

General Manager MacLeod advised that as per Order in Council 96-849(1) the environmental monitoring committee was established which is The Crane Mountain Enhancement Inc. and which the FRSW contributes \$29,000 with partial inflations adjustment annually for their operating expenses. The amount for 2014 is \$23,430.

**Motion:** To release payment of the 2014 operating grant in the amount of \$23,438.00 to Crane Mountain Enhancement Inc. (CMEI), when the financial status of Fundy Region Solid Waste allows for the payment, but before October 31, 2013.

Moved: Director Seeley  
Seconded: Director Rathburn

Discussion: Director Seeley asked how the CMEI board is appointed.

Chairperson Losier advised they are elected at the Annual General Meeting from the Host communities by the citizens in attendance at the AGM.

Vote: Motion Carried

### **12.2 – CMEI Grant Application – Financial Statement Review Engagement**

General Manager MacLeod advised that prior to 2008 the CMEI provided their financial statements from a "notice to reader", it was then requested for a more thorough review and more accountability the process was changed to a "review engagement". This change supported by motion included authorization to pay \$1,000.00 annually for cost of the change.

Given that this item is a budgeted item and approved going forward for the next 5 years, General Manager MacLeod is asking that the Board consider allowing this items to be handled at the staff level.

**Motion:** To approve Fundy Region Solid Waste immediately pay CMEI \$1,000.00 towards the review engagement of their financial statements by Teed, Saunders Doyle.

Moved: Director Rathburn  
Seconded: Director Chatterton  
Vote: Motion Carried

### **12.3 – CMEI Financial Statements**

The review engagement on CMEI conducted by Teed Saunders Doyle reveals no concerns. The cash at year end is \$44329 which is below the penalty cap of \$60000.

**Motion:** To receive and file the CME Financial Statements for 2013.

Moved: Director Bishop  
Seconded: Director Seeley  
Vote: Motion Carried

### **12.5 – Approval of Host Community Projects**

General Manger MacLeod gave an overview of the Grant program for Host Community Projects. Applications are submitted to the CMEI, they are then reviewed by CMEI and FRSW and if they meet the requirements of the program they are then classified under category A or B based on perceived need. Projects listed under A must be exhausted before the B list is given funding.

The review of the applications for 2014 showed only one item of concern, that item is #22 – Epworth Park Outing Association, Beach trail erosion project. As the funding model is for enhancement of community based activities, the concern is that first this organization is not necessarily open to the whole community, that some of the property along the beach is private and therefore public access is denied and that erosion is not an item that qualifies under the guidelines of the program.

**Motion:** To authorize funding for the 2014 host community projects as presented with the exception of item 22 which requires further clarification to confirm eligibility up to the amount of \$83,346.00.

Moved: Director Bishop  
Seconded: Deputy Speight

Discussion: General Manager MacLeod to request from CMEI in writing confirmation that the EPOA is open to the community as a whole and bring back to the Board.

Vote: Motion Carried

## **12 A. Rothesay Recreational Park Project**

Director Bishop advised that this request is for support only for the Rothesay Recreational Park Project there is no request for funding from the commission. The Town of Rothesay is asking for a letter of support signed by the Chair.

**Motion:** To approve to send a letter of support from the Chair of the Fundy Regional Service Commission for the Rothesay Recreational Park Project.

Moved: Director Norton  
Seconded: Director Driscoll

Discussion: Chairperson Losier commented that although she will support this request, it is important to note that a detailed recreational plan should be developed around this table.

Executive Director Keir advised that as this is for support and that the request for funding is with the Province and Federal governments that the letter will make Rothesay's request stronger. As well it will show there are signs of support within the region.

Vote: Motion Carried

## **12 B. Motion for Office Use**

Director Seeley advised that she wish to put forth a motion to hold the quarterly RAC meetings at the FRSC location due to booking location issues.

**Motion:** To approve the Fundy Regional Service Commission boardroom is made available for the quarterly meeting of the Regional Activities Committee meetings.

Moved: Director Seeley  
Seconded: Director Speight

Discussion: Executive Director advised that this can be done, however there are some logistic issues as this is a security building and is locked in the evening. But the Executive Director will be on site to give access to the building and lock up upon the meeting completion.

Vote: Motion Carried

## **10. Motion to Adjourn**

Chairperson Losier asked if there were any further items before adjournment was called.



Executive Director Keir advised that the Annual General Meeting is to be scheduled for May 27 at 10:00 am.

Director Driscoll advised he there is a NB Municipality meeting which some members will be attending and asked for a date change.

Executive Director Keir advised that timing warrants that the meeting will have to be held sometime during the week of the 26<sup>th</sup> so we will work on finding an alternate date and advise.

**Motion:** The Chair called for a motion to adjourn at 11:44 am.

Moved: Director Seeley  
Seconded: Director Speight  
Vote: Motion Carried

APPROVED (date) May 26, 2014,

  
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Grace Losier, Chairperson

  
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Jeanne DeCourville, Recording Secretary

