



Fundy Regional Service Commission

Commission de Services
Régionaux de Fundy

Regular Monthly Meeting April 25, 2017

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, April 25, 2017, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:15 a.m.

2. Record of Attendance

Gary Clark, Chairperson
Glen Baxter, Vice Chairperson
Bette Ann Chatterton, Mayor, St. Martins
Don Darling, Mayor, Saint John (*Absent*)
Grace Losier, Mayor, Grand Bay-Westfield (*Absent*)
Nancy Grant, Mayor, Rothesay
Brenda Rathburn, Local Service District Representative
David Rogers, Local Service District Representative
Sandra Speight, Local Service District Representative

OTHERS

Marc MacLeod, Executive Director
Terry Keating, Dept. of Environment & Local Gov't
Brian Shannon, Fundy Regional Service Commission
Brenda MacCallum, Fundy Regional Service Commission
Nick Cameron, Fundy Regional Service Commission

Chairperson Clark welcomed the new staff members, Amanda Henderson, Operations Administrator and Nick Cameron, Recreation Facilitator.

3. Approval of Order of Business

The Chairperson asked for approval of the agenda with the addition of Saint John Airport Committee under item 11.

Motion: To approve the April 25, 2017 agenda with the addition of item 11, Saint John Airport Committee.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the regular monthly minutes with the correction of Director Sandra to Director Speight.

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

6. Building and Planning Report

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

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

7. Financial Statements – 1st Quarter

Executive Director MacLeod reviewed the 1st Quarter Financial Statements. The financial standing is \$40,000 favourable overall, however, tonnage for the landfill is down for the quarter

by 700 tons as well as revenue, however, landfill expenses are being controlled so the impact is still favourable.

The project of adding 15 new gas wells are well underway and should be completed by next month. As well the cell tarping is to begin which will possibly influence the leachate.

Motion: To approve the 1st Quarter Financial Statements as presented.

Moved: Director Chatterton

Seconded: Director Rogers

Vote: Motion Carried

8. Cell 8 – Construction Update

Executive Director MacLeod advised that cell 7 is reaching end of life which requires the construction of cell 8 in 2018. Clearing and preparation of the land by site staff will be done this year with the construction of the cell to begin early next year. If required this will be captured in a motion from the capital fund at year end after the work is complete.

9. Correspondence – Kent Regional Service Commission

The Chair advised receipt of correspondence from the Kent Regional Service Commission requesting the RSC's support by signing a letter to be sent to the Minister of Environment and Local Government to have the current timeline of 45 days from Budget presentation and its adoption changed to 30 days and extend the adoption date to November 15th.

Executive Director MacLeod advised that there would be a benefit to initiate the requested change as it would allow for more time for staff to put together the budget figures.

Motion: To support Kent RSC's request to have RSC Chairs sign a joint letter requesting a proposed change of 30 days from 45 days for community budget review on condition that the original submission deadline remain unchanged.

Moved: Director Grant

Seconded: Director Chatterton

Vote: Motion Carried

10. By-Law Review – Director's Remuneration

As directed by the Board the Executive Director researched comparative information regarding Director's Remuneration to address concerns put forth by Correspondence received from Mr. John Cairns.

After reviewing data from the Regional Service Commissions as well as best practices by accounting organizations such as KPMG, Ernst & Young, and Grant Thornton, it was outlined that the current method of remuneration being used by FRSC is acceptable. Given that the Board remuneration covers all meetings and events which require a members' participation as well as expenses for technology necessities as FRSC's Board is paperless.

Motion: To approve the revision of By-Law 9.2 Director's Remuneration to include the addition sub-item 3. Alternates

- a) Term Replacement – If an alternate replaces a commissioner on a term basis, they will be paid that board member's stipend for the duration of the term and be eligible for expenses. The payment will commence in the month after proper written notice and terminate the month upon the board member's return to a monthly meeting. Any meetings attended by the alternate at the beginning and end of the term period for partial months will be paid per meeting replacement.
- b) Meeting Replacement – If an alternate replaces a board member for a specific monthly meeting, they will be paid \$100 deducted and transferred from that board member's monthly stipend.
- c) Committees – If an alternate is asked to serve on a committee, they will be paid \$100 per meeting plus expenses. If the alternate is service as a board member on a term basis during committee work, they are not eligible for this additional payment.

As well as have the Executive Director respond to the petitioner the result of the Board's decision.

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

11. Saint John Airport Committee

Motion: To agree to consent to be a Nominating Member, submit one Nominee on behalf of the FRSC with the exclusion of the City of Saint John and place an advertisement for an appointment to the Saint John Airport Board outlining the necessary skill set.

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

12. Motion to Adjourn

Chairperson Clark asked to have the date of the Annual General Meeting date changed to May 30th to allow for the completion of the Annual Report. The Board agreed to requested change.

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:45 am.

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

APPROVED (date) May 30th 2017



Gary Clark, Chairperson



Amanda Henderson, Recording Secretary