



Regular Meeting – Open

April 27, 2023

Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Thursday, April 27, 2023.

1. Call to Order

CEO Ouellette called the meeting to order at 11:22 a.m.

2. Record of Attendance

John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Ray Riddell	Fundy Rural District Representative
John Cairns	Deputy Mayor, Fundy St. Martins
Mike Biggar	Councillor, Quispamsis
Erin Toole	Deputy mayor, Grand Bay-Westfield

Absent

Libby O’Hara
Brittany Merrifield
Jim Bedford
Robert Doucet

Others

Phil Ouellette, Chief Executive Officer, FRSC
Cassie Silhanek, Recording Secretary, FRSC
Marc MacLeod, FRSC
Andrew Logan, Teed Saunders Doyle

3. Approval of the Order of Business

CEO Ouellette proposed a motion to approve a meeting chair.

Motion: To approve Director Riddell as the Chair of the meeting and to approve Director Mackenzie as Vice-Chair for this meeting.

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

Chairperson Riddell asked for approval of the agenda, with the addition of motions moved from closed session including: PRAC Nominations being placed at number 8, Onboarding: Economic Development

and Tourism Promotion as number 9, Distance Formula being made number 10, the Landfill Odour Report being moved to number 11, and Regional Strategy – Dillon Consulting being moved to number 12.

Motion: To approve the April 27, 2023, Agenda as presented with additions from the closed session.

Moved: Director Biggar
Second: Director Grant
Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None.

5. Approval of the Minutes

Motion: To approve the March 23, 2023, minutes with one change of #7 CMEI Funding distribution having a change of title to the “Regional Facilities Committee Terms of Reference”.

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

Motion: To approve the April 6, 2023, minutes as presented.

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

6. Consent Agenda

6.a. Planning – Building Inspection

Motion: To receive and file.

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

7. Finance

7.a. 2022 Auditor’s Report

Andrew Logan, Partner from Teed Saunders Doyle, presented on the report given to the board with highlights on the financials within the document. Mr. Logan indicated that the audit wrapped up at the end of March. Mr. Logan also mentioned that the FRSC has high quality of accounting services, with compliments going to Ashley Perry, Junior Finance Officer for the FRSC, as a great asset while moving through the process. The report shows that there are no issues, errors, fraud, or theft. There is a use of Public Sector accounting standards which creates a large document. The revenue was up, as were the expenses around the landfill (construction a large part of the costs), reserve has a healthy number at this time. It was noted that the report shows that it was break even from a funding standpoint.

After this presentation, a question was posed as to whether everything is on track to fund the post closure liability? The answer from Mr. Logan was yes.

Motion: To adopt Auditor’s Report as presented.

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

7.b. 2023 Q1 Report

CEO Ouellette spoke to the report presented the Q1 report which is a part of the checks and balance system we have in place. In addition, CEO Ouellette pointed out the success of the Saint John waste wise program, which is a regional success but will impact revenues originating from tipping fees. It was noted that some capital expenditures, and other expenditures will be integrated into Q2. Cost of expenditures of administration of the additional meetings of committees has increased (as expected) and will continue to be monitored.

Motion: To accept the quarterly report as presented.

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

7.c. 2023 MCBB Application

Marc MacLeod introduced the attachments which had already been circulated and discussed with the Board, and was present for questions. No questions were posed.

Motion: To resolve that the Fundy Regional Service Commission submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following purposes, amounts and terms:

<u>Purpose</u>	<u>Term</u>	<u>Amount</u>
NAME OF FUND: Solid Waste Services		
TYPE: Environmental Health Services (General)		
Engineered Wetland	5 Years	\$250,000
Heavy Equipment	5 Years	\$960,000

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

7.d. LFG Well installation

Marc MacLeod spoke briefly about the attachments to the agenda for those around the table who were not familiar with the ongoing RFP process surrounding the wells.

Motion: Be it resolved that RFP 2023-03, the 2023 Landfill Gas System Expansion – Landfill Gas Wells Installation, be awarded to Les Entreprises Forlam Inc. for the amount of \$342,080 before taxes to be funded from the 2023 Operating Fund.

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

8. PRAC Nominations

This item is carried over from the closed session, with two motions being brought forward.

Motion: Approve the following nominees to the Planning Review and Adjustment Committee for a term of four years (starting on April 28th, 2023, and ending on April 28th, 2027):

- Bernard Brideau – Woodmans Point, Fundy Rural District.
- Ron Bridges – St. Martins, Fundy-St. Martins.
- Shawn Brown – Fairfield, Fundy St. Martins.
- Rob Jeffrey – Mispec, Fundy Rural District.
- Gregory Moran – St. Martins, Fundy-St. Martins.

Moved: Director Mackenzie
Seconded: Director Toole
Vote: *Motion Carried*

Motion: To approve the appointment of John Cairns as the FRSC Board representative to the Planning Review and Adjustment Committee for the remainder of his term.

Moved: Director Mackenzie
Seconded: Director Toole
Vote: *Motion Carried*

9. Onboarding: Economic Development and Tourism Promotion

This motion was carried over from the Closed Session.

Motion: To adopt the existing Envision Saint John Regional Economic Development and Tourism Promotion Strategic Plan and Key Performance Indicators as the Fundy Regional Service Commission's Regional Economic Development and Tourism Promotion Strategic Plan and Key Performance Indicators.

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

10. Distance Formula

This item was carried over from Closed Session.

Motion: To recommend to the Regional Facilities committee to further investigate the benefits and downfalls of introducing a distance formula into the calculation of proportional cost sharing for the existing regional facilities during their annual review of the Terms of Reference in early 2024.

Moved: Director Biggar
Seconded: Director Cairns
Vote: *Motion Carried*
Contrary: Director MacKenzie

11. Landfill Odour Report

Marc MacLeod presented to those at the table that there were issues with the flare and generator previously, with supply issues for parts for both systems. Marc mentioned that requests were made to provide possibilities for the future to mitigate such a problem again, this includes new wells, odour measurement and prediction technologies, LFG treatment and storage along with the Height EIA.

Marc continued to speak to the height EIA that is now confirmed, and indicates that the system is back up and running.

CEO Ouellette thanks Marc and his team for taking direction from the Board, and mentioned that the report shows that the staff took the input seriously, and they made plans to integrate those considerations given by the Board.

It was noted that the community public service staff that was affected by the odour complaints had more complaints come in than was reported directly to the landfill, and that the investigations would be hard for that since the community did not contact the FRSC directly. Marc mentioned that it is a valid point to be made, and that it was hard to know any of the information brought forward when the FRSC didn't get the calls to go investigate directly.

Motion: To receive and file.

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

12. Regional Strategy – Dillon Consulting

CEO Ouellette mentioned that this is an update that was promised for the Board throughout the process. Jennifer Brown, from Dillon Consulting, mentioned what has been happening with the various committees since the last Board meeting. Jennifer mentioned that there was an introduction during each of the first meetings of the committees, this included values, issues and opportunities, and mapping for the future and all of the committees seem to be thinking in a regional mindset which is encouraging for this Strategic Planning process and the future of these committees.

No motion was made for this agenda item, as it was an information-only piece.

Chairperson Riddell called for a motion to adjourn.

Motion: To move to open session at 12:20 p.m.

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

APPROVED (date) _____

Ray Riddell, Chairperson

Cassie Silhanek, Recording Secretary