



Fundy Regional Service Commission

Commission de Services
Régionaux de Fundy

Regular Monthly Meeting April 23, 2018

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, April 23, 2018, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 11:05 a.m.

2. Record of Attendance

BOARD MEMBERS

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Louise Lukeman, Recording Secretary, FRSC
Terry Keating, Dept. of Environment & Local Gov't
Mark Porter, Chief Financial Officer, FRSC
Andrew Logan, Partner, Teed Saunders & Doyle

3. Approval of Order of Business

Motion: To approve the April 23, 2018 agenda with the renumbering of adjournment to thirteen (13) and the addition of number twelve (12) Annual Staff increases.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the March 26, 2018 minutes

Motion: To approve the minutes of March 26, 2018 as circulated.

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

6. Building and Planning Report

Motion: To receive and file the building and planning report as provided by Brian Shannon.

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

7. By-Law Revision

The Procedural By-Law for the Commission does not reflect current scheduling for the Commission meetings. The following change is proposed:

Regular monthly Board meetings shall generally be held the 4th Monday of each month at 10:00 am. with an in-camera (closed) session included, if required. No notice shall be required for any of such regular meetings other than the expected start time of the public (open) session shall be posted on the website upon approval of the agenda by the Chair. A single regular meeting date can be changed at the discretion of the Chair with notice and pertinent information being provided on the website as soon as possible after the schedule change is made. The regular schedule can be changed in the by-laws through resolution.

Motion: That the Commission authorize the Executive Director to change the Procedural By-Laws to reflect current scheduling practices as proposed.

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

8. Audited 2017 Financial Statements

Andrew Logan from the firm of Teed Saunders & Doyle gave an overview of the audited Financial Statements. He advised that he had met to review the statements with the Executive Director, Chair and Vice-chair. The Financial Statements are stated under the Public-Sector Accounts Standards (PSAS) as required and it is their opinion that the consolidated financial statements are presented fairly and is considered a clean audit.

The year ended with approximately \$275,000 surplus.

Motion: To approve the 2017 Audited Financial Statements as presented.

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

9. Borrowing Cell #8

As per the 2018 budget, it was presented that the Commission plans to borrow for the construction of Cell #8.

Motion: Be it resolved that the Fundy Regional Service Commission submit to the Municipal Capital Borrowing Plan an application for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Solid Waste Services (Environmental Health)

Amount: \$ 4,610,000

Term: \$ 990,000 interim financing and \$ 3,620,000 for a term not to exceed 4 years.

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

10. Tender 2018-02 – Containment Cell #8

The results for Tender 2018-02, Containment Cell #8 – Liner and Leachate Collection System, Crane Mountain Landfill were presented.

Tenders for the above referenced tender closed on April 4, 2018. A total of five (5) tenders were received, with prices ranging from \$2,376,515.25 to \$2,862,106.20. By way of comparison, the engineer's estimate was \$2,711,470.00.

Galbraith Construction Ltd. submitted the lowest bid with all the necessary documentation in order. Galbraith Construction has the necessary experience with this type of construction and it was therefore recommend that they be awarded this contract.

Motion: To award tender 2018-02 – Containment Cell #8 to Galbraith Construction Ltd. for \$2,376,515.25.

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

In support of the motion and future borrowing a five year Capital Plan was presented.

Motion: To approve the 5 year Capital Plan as presented by the Executive Director (see attached).

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

11. Uncovered Garbage Loads

In the February 26 meeting, the Executive Director was tasked with investigating industry measures in combating uncovered loads. The main methods utilized are:

1. Education
2. Enforcement
3. Surcharges

A summary of each method was presented.

As a result, a surcharge of \$20 for every uncovered / unsecured load entering the landfill was determined reasonable with at least 6 weeks notice period and education program to inform the public of the implementation and need for the surcharge.

It was recommended that staff work with the municipalities on this initiative.

Motion: That the Executive Director have staff implement a \$20 surcharge for uncovered / unsecured loads entering the landfill including a 6 weeks notice period and education program.

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

12. Annual Staff Increases

Executive Director MacLeod presented the salary increase, retroactive for 2018, recommendations as follows:

- a) To obtain an approved motion to provide an annual increase to staff.

Motion: That the Commission authorize the Executive Director to adjust staff salaries to reflect an increase of 2-3%.

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

- b) To approve merit increases for Ashley Perry in taking over duties from Wendy as the Junior Financial Officer.

Motion: That the Commission authorize incremental increases for Ashley Perry in the amount of 2-3% for assuming the role of Junior Financial Officer and per completion of certification courses relevant to the role.

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

13. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:50 am.

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

APPROVED (date) May 28th / 2018


Gary Clark, Chairperson


Louise Lukeman, Recording Secretary

FUNDY REGIONAL SERVICE COMMISSION
5 YEAR CAPITAL PLAN

<u>CAPITAL ASSET</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
40 YARD DUMPSTER	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
OFFICE VENTILATION	25,000					
WELLS AND PIPING	75,000					
CHILLER	75,000					
ANALYZERS (LINE & HH)	90,000					
ROLL OFF	85,000					
BACKHOE	150,000					
MRF BUILDING		200,000				
GENSET		250,000				
EXCAVATOR		300,000				
EHS TRUCK			30,000			
3/4 TON TRUCK			40,000			
CASE LOADER			225,000			
PUBLIC ED			50,000			
DUMP TRUCK			75,000			
FORKLIFT			25,000			
SKIDSTEER			125,000			
COMPACTOR REBUILD				800,000		
LANDFILL SUPERVISOR TRUCK					35,000	
DOZER					550,000	
LEACHATE TRAILER #2					100,000	
CONTAINMENT CELL	4,753,000				4,000,000	
LEACHATE TRUCK # 1						200,000
BALER						200,000
	\$ 5,263,000	\$ 750,000	\$ 570,000	\$ 800,000	\$ 4,685,000	\$ 400,000

SOURCE OF FUNDS

GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LONG TERM DEBT	3,620,000				4,000,000	
RESERVE FUNDS	145,000			100,000	50,000	
CAPITAL FROM OPERATIONS	1,498,000	750,000	570,000	700,000	635,000	400,000
	\$ 5,263,000	\$ 750,000	\$ 570,000	\$ 800,000	\$ 4,685,000	\$ 400,000