



Monthly Meeting

March 23, 2023

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Thursday, March 23, 2023, at 10 Crane Mountain Rd, Saint John, NB.

1. Call to Order

The Board Chairperson, Libby O’Hara, called the meeting to order at 10:06 a.m.

2. Record of Attendance

Libby O’Hara	Chairperson
Jim Bedford	Vice Chairperson
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Robert Doucet	Mayor, Hampton
Ray Riddel	Fundy Rural District Representative

Absent

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC

Alicia Raynes, Recording Secretary, FRSC

Cassie Silhanek, Executive Assistant, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the March 23, 2023 Agenda as presented, with the addition of the changes to the Motion moved forward from Closed session.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the February 27, 2023 minutes as presented.

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

Motion: To approve the March 13, 2023 minutes as presented.

Moved: Director Bedford
Seconded: Director Merrifield
Vote: *Motion Carried*

6. Consent Agenda

a. Planning – Building Inspection – February, 2023

The February 2023 Report for Building, Development & Planning for the Fundy-St. Martins & Rural District areas was provided for consideration.

Motion: To receive and file as presented.

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

b. MRF Budgeting

The Report for the MRF Budgeting was provided for consideration.

Motion: To receive and file as presented.

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

7. Regional Facilities Committee Terms of Reference

CEO Ouellette presented the report for the Regional Facilities Committee Terms of Reference. It was explained that as part of the Government of New Brunswick's local governance reform agenda, the FRSC has a mandate to identify sport, recreation, and cultural infrastructure in the region which its members contribute to the operating and capital costs. FRSC staff has sought feedback from both Regional Chief Administrative Officers as well as the administrators from the five existing regional facilities to develop the terms of reference for the Regional Facilities Committee.

It was explained that the intent of the FRSC is not to oversee the management and operation of these facilities, rather it is to evaluate and formulate recommendations to the FRSC Board on the existing regional facilities and new or expanded regional facilities. The existing facilities require an annual process to submit both operating and capital proposals to the Committee and the Committee requires an evaluation process to submit recommendations to the FRSC Board.

The composition of the Committee was reviewed and it was explained that the existing facilities will be required to submit their budget updates no later than May 1st of each year, followed by a capital and operating proposal to the Committee prior to July 15th of each year. This will allow time for the Committee to provide recommendations to the FRSC Board to inform the annual FRSC budget development process. It was explained that the terms of reference also outlines the expectation for payment to regional facility administrators and owners. The FRSC will monitor the process and evolution of the Committee and any changes to the terms of reference will be introduced to the FRSC Board.

Questions and concerns were raised regarding the specific information contained in the terms of reference. One specific concern was who would decide what comes off the capital list in case of urgent repairs at any of the regional facilities. It was advised that the Committee would investigate these issues and present options to rectify the issues identified. This challenge has also been communicated to the province. Another area of concern is that the terms of reference does not contain the definition of regional facilities. It was explained that section 2.1 identifies what constitutes a regional facility as provided by the province to the FRSC. It was suggested that section 9.3 should also include the economic benefits to the region.

An additional area of concern was the language used in section 8.4 of the terms of reference. Questions were also raised regarding the onboarding of new facilities and how the FRSC can ensure that all member communities have equal opportunity. It was explained that Committee members and their recommendations should look at opportunities first rather than geographical location to ensure there is a need for the facility before deciding where it should be located.

Motion: To table the adoption of the Regional Facilities Committee Terms of Reference as outlined in the February 27th FRSC Board report until the language in Section 8.4 is clarified.

Moved:	Director Grant
Seconded:	Director Merrifield
Vote:	<i>Motion Carried</i>

8. Community Development Committee – Terms of Reference – Brenda MacCallum

Brenda MacCallum, Public Relations & Program Development Officer, FRSC, presented the report for the Community Development Committee Terms of Reference. In accordance with the Government of New Brunswick's local governance reform agenda, the FRSC has a mandate to undertake activities related to regional community development. As such, FRSC staff has sought feedback from organizations to introduce a Community Development Committee.

It was explained that Community Development has an extremely broad range of services and there are numerous not-for-profit and government organizations involved. Therefore, year one for the Community Development Committee has been identified as a developmental year. The terms of reference propose that Committee members will have a one-year term. The current membership for the first year is up to two FRSC board representatives and up to five members at large. It was explained that the FRSC would put a call out for nominations for the members at large. In order to evaluate applications, staff would provide the FRSC Executive Committee with a skills matrix to support the nominating exercise through the Executive Committee, and in turn, the FRSC Board.

Motion: To adopt the Community Development Committee Terms of Reference as outlined in the February 27th FRSC Board Report.

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

Motion: To Direct the Chief Executive Officer to coordinate a call for nominations for participation in the Community Development Committee, and report back to the Executive Committee.

Moved: Director Bedford
Seconded: Director Merrifield
Vote: *Motion Carried*

9. Regional Transportation Committee – Terms of Reference – Nick Cameron

Nick Cameron, Assistant Development Officer, FRSC, presented the report for the Regional Transportation Committee Terms of Reference. It was explained that as part of the Government of New Brunswick's local governance reform initiative, the FRSC has a mandate to pursue regional transportation planning. Additionally, it was explained that since late 2022, FRSC staff have sought feedback from stakeholders to develop a structure for a Regional Transportation Committee.

The proposed composition of the Committee and the mandate was provided in detail. It was explained that once the terms of reference are adopted, a call for committee member applications would follow. FRSC staff will provide the FRSC Executive Committee with a skills matrix to support the nominating exercise through the Executive Committee and in turn, the FRSC Board. It was further explained that since the Department of Transportation and Infrastructure (DTI) provides infrastructure and services in all Fundy Region communities, it is proposed that a seat be assigned for them on the Committee. All Fundy Region local governments will receive copies of meeting agendas and may participate in committee meetings as ex-officio members. FRSC staff may also participate in this capacity.

It is recommended that the first year of the committee operates as a discovery phase focusing on data gathering, analysis and strategic planning. Once a regional strategy is developed and approved by the FRSC Board later this year, transportation goals within the strategy may create the need for new skills on the Regional Transportation Committee.

After receiving feedback on the importance of requesting and receiving data requests, a friendly amendment was introduced into article 3.2 of the draft terms of reference, which now reads: "Receive "and request" statistical data on regional transportation

Motion: To adopt the Regional Transportation Committee Terms of Reference as outlined in the February 27th FRSC Board Report.

Moved: Director Doucet
Seconded: Director Dryer
Vote: *Motion Carried*

Motion: To direct the Chief Executive Officer to coordinate a call for nominations for participation in the Regional Transportation Committee, and report back to the Executive Committee.

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

10. Temporary Procedural Changes – Marc MacLeod

Marc MacLeod, General Manager, FRSC, presented the report for various temporary procedural changes. It was explained that several changes are immediately required prior to the development and completion of the updated FRSC procedural bylaw. Most of the changes are associated with the expanded mandate of the regional service commissions and the addition of a more robust committee structure. The approved recommended changes will remain in place until such time that the FRSC staff complete the update to the FRSC procedural bylaw, which is expected in the coming months.

The details of the proposed changes were discussed and Board members were provided with an opportunity to ask questions.

Motion: To approve the inclusion of the past-chairperson and the CEO (ex-officio) in the composition of the FRSC's "Executive Committee," until such time that the FRSC procedural bylaw is updated and adopted from this point forward.

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

Motion: To approve the scheduling of future regular FRSC Board meetings to occur for 10am on the 4th Thursday of each month, until such time that the FRSC procedural bylaw is updated and adopted from this point forward.

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

Note that Director dryer did not participate in the vote.

Motion: To approve the following changes to FRSC Board meetings and remuneration, until such time that the FRSC procedural bylaw is updated and adopted from this point forward:

- a. Board Members will be paid an additional \$100 per approved committee meeting plus applicable expenses as determined by the Commission.
- b. Committee members who are representatives from the public and no-for-profits (or equivalent) will be paid \$100 per approved committee meeting plus applicable expenses as determined by the Commission.
- c. Committee members who are representing member communities or government as part of their employment are not eligible for payment or expenses.
- d. Committee invited guests, unless contracted, are not eligible for payment, but will be eligible for applicable expenses as determined by the Commission.
- e. Alternates will receive payment equivalent to whom they are replacing on any committee either as a regular member or temporary replacement and only if that member is not in attendance as a committee member.

Moved: Director Doucet
Seconded: Director Bedford
Vote: *Motion Carried*

Motion: To approve the following changes to the use of alternates in FRSC committees, until such time that the FRSC procedural bylaw is updated and adopted from this point forward:

- a. Once alternates have been identified to the Commission, they may accept and be appointed to a committee either on a permanent (full term) or temporary basis as the Board Representative on any committee. This decision to recommend and alternate to a committee is within the discretion of the primary Board Member from the same community.

Moved: Director Dryer
Seconded: Director Bedford
Vote: *Motion Carried*

Motion: To bring Regional Public Safety Committee Member Nominations from closed session as item 11.

Moved: Director Dryer
Seconded: Director Doucet
Vote: *Motion Carried*

11. Regional Public Safety Committee Member Nominations – CEO Ouellette

The report on the Regional Public Safety Committee Member Nominations was provided for consideration.

Motion: To approve the list of nominees, as provided in the February 27th FRSC Board Report for Regional Public Safety Committee Member Nominations, minus Fire Chief Randy Gowlett, Fundy Rural District, to the Regional Public Safety Committee, as defined by the Committee's adopted terms of reference, for a term of two years, starting on February 28, 2023 and ending on February 28, 2025.

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

Director Bedford left the meeting at 11:59 am.

Motion: To appoint Jim Bedford as Chair of the Regional Public Safety Committee for a one-year term starting February 28, 2023 and ending on February 28, 2024.

Moved: Director Doucet
Seconded: Director Dryer
Vote: *Motion Carried*

Chairperson O'Hara called for a motion to adjourn.

Motion: To adjourn the meeting at 12:00 p.m.

Moved: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date) _____

Libby O'Hara, Chairperson

Alicia Raynes, Recording Secretary