

**Board of Directors Meeting
February 25, 2014**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, February 25, 2014 at Place 400, 400 Main Street, Saint John.

1. Call to Order

The Board Chairperson, Grace Losier, called the meeting to order at 10:00 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 [absent with excuse]

OTHERS

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

3. Approval of Order of Business

The Chairperson asked for approval of the agenda as presented.

Motion: To approve the agenda February 25, 2014 as presented.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the minutes of January 7, 2014 as circulated.

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

6. Results of RFP for Planning Services

Executive Director Keir advised that with the departure of the Planning Director back in October and as per the legislation this position must be filled. However, after discussions with the Building Inspector, Brian Shannon and Dept. of Local Government it is felt that at this time there is no need to have a full time Planning Director on staff. With the current planning requirements having a Director on a contract basis would be the best solution at this time.

An RFP was sent to the municipality planning directors and local companies for Planning Director Services. Three submissions were received; respondents were from the City of Saint John, Dillon Consulting Ltd. and Mr. Ron Corbett.

Brian Shannon, gave a brief overview of the three proposal submitted.

- Corbett Consulting – Sackville, NB – rate per hour \$90.00
- Dillon Consulting – Saint John – rate per hour \$162.00 (Sr. Planner)
 - rate per hour \$125.00 (Intermediate Planner)
- City of Saint John, Saint John – rate per hour \$ 150.00 (Planning Mgr)
 - rate per hour \$125.00 (Sr. Planner)

Executive Director Keir advised that Corbett Consulting is located in Sackville, NB and in addition to the hourly rate there could be added costs for travel, lodging and meals. Another factor to consider is that with this submission tax dollars would be spent outside the commissions region.

Director Seeley asked why it was Brian Shannon that was tasked with getting the proposals. Should this not fall under the Executive Directors duties?

Executive Director Keir advised that he had discussions regarding the scope of work and gave direction for the drafting of the RFP as well as reviewing the submissions and subsequent report for the Board.

Chairperson Losier commented with the direction given by the Executive Director and his experience Mr. Shannon would be very capable for the task.

Director Seeley voiced concern regarding the proposal hourly rates and the possibility of escalating costs occurring during a planning project such as the development of a rural plan.

Chairperson Losier advised that there would be guidelines and benchmarks to meet set by the Commission which should help mitigate escalating costs.

Director Driscoll commented that the Commission could request a quote on individual projects.

Executive Director Keir advised that prior to beginning a project/plan that the scope of work, timeline ect. would be set and a cost estimate could be obtained to be approved by the Board.

Director Seeley asked if a project was not moving fast or economically enough if the organization working on the project could be dropped.

Executive Director Keir advised that we must have a planning director as legislated, but having said that, there is nothing on the near horizon.

Motion: To award the contract for Planning Service Director to Dillon Consulting Ltd.

Moved: Director Bishop
Seconded: Director Driscoll
Vote: Motion Carried
(Nay) Director Seeley

7. Withdrawal of the Saint John Airport Request

Executive Director Keir advised that the Saint John Airport has requested to withdrawal the current application. The plan is to rework the initiative so that it is clearer on what the ask is and then to resubmit their request in the fall of 2015. At that time they will be making presentations to all the Regions Council from Sussex to St. Stephen.

Director Bishop commented that the new request should clarify the community division of funds.

Chairperson Losier advised that a presentation was given to the town’s council and it was clearer and more informative than the presentation received by the commission.

Director Bishop asked if there is a community that does not wish to participate in the funding request how would the distribution be handled.

Chairperson Losier advised that the funding request will be divided as per the formula so that each participating community will pay the proper amount.

Director Bishop asked to be sure that the information and request be presented so that there is enough time for the municipalities to present before their councils and get budget approval.

Director Seeley commented that she had grave concerns of how the process is currently set up regarding funding approvals by the LSD's and as such the board should not entertain any other requests until we know how we cover the cost and until the government catches up with the LSD's

Executive Director Keir commented that there are different processes for Municipalities and the LSD's. Municipalities go before their councils for approval and the LSD's must send their decision to the Minister who has the final decision.

8. Fire Chief Meeting Update

Executive Director Keir advised that the EMO meeting was held on Thursday, February 20th with the Fire Chief's from the FRSC region. The meeting went very well resulting in a good discussion and collaboration. The fuel problem was one that was voiced by all in relation to the December storm.

Notes from the meeting which includes several actions items have been circulated to the attendees for their review and input. Once all responses have been received a report will be drafted for the Board's review at the next meeting.

Director Norton advised that the city has a fuel truck that could be accessed.

9. Per Diem Remuneration Definition Change

As per the direction of the Board at the January meeting the Executive Director reviewed current per diem by law and circulated to the board its intent as well as a possible motion to approve the revision.

Director Seeley commented that she did not interpret the by-law as presented and asked if we changing the by-law with this.

Chairperson Losier advised that the by-law would be rewritten and then brought back to the board for approval.

Motion: To revise the definition of by-law item 9.2 Directors' Remuneration to read The Board members receive \$400 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
Vote:	Motion Carried

10 1. City of Saint John, Loch Lomond Community Centre

Executive Director Keir advised that although this item is not necessarily an RSC issue it is something that affects some of the RSC member communities.

The issue in a nutshell is the Community Centre had fallen into disrepair last year resulting in the demolition of the building. To date most of the organizations that used the facility have relocated to other facilities.

There has been interest by parties in the affected areas and some of the groups that were displaced in having another center built. The city staff has recommended that the city could favourably consider a proposal to invest capital and operational support to build a new center if the four critical elements outlined in the report were achieved. The first of which is to have a community organization lead the initiative.

Chairperson Losier commented that this is an item of interest for the communities of Simonds, Fairfield, St. Martins and Rothesay and the first step might be to provide this report to those communities.

Director Seeley concurred that the report should be sent to the LSD Committee Chair's for review and further discussion with their communities.

Executive Director commented that if no one drives the project it won't get done.

Motion: To send the City of Saint John report on the Loch Lomond Community Centre for their information and review to the Regional Advisory Committee Chairs.

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

10.2 SWRSC, ATV/Off Road Vehicle Training Program

Executive Director Keir advised that at previous Executive Director Meetings there has been discussion regarding ATV/Off Road Vehicle issues which are province wide with respect traveling on our roads and private properties.

RSC 10 has sent to all the RSC's a proposal for an initiative which is to institute a training program within the school system to educate youth through presentations tailored to the applicable age of the students. The first step being proposed is to have the Chairs of the RSC Boards sign a letter to be sent to the Premier and appropriate Ministers in support of the training program.

Director Driscoll asked who would supply the people for the program.

Chairperson Losier commented that one source could be the police, but how and who will be determined if the training program is adopted. As we know there is strength in numbers and if we endorse this initiative it will help to show this.

Director Seeley commented that she would be in support if it does not involve spending a lot of money and that the initiative has the required support staff.

Motion: To endorse the request from RSC10 regarding submitting a request to the Province of New Brunswick to implement an ATV/Off Road training /awareness program in the school system.

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

10. Motion to Adjourn

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

Director Bishop asked what the outcome was from the recent trip taken by staff.

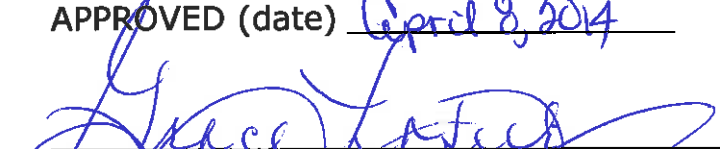
Executive Director advised that the trip went well, however further discussions are required and once concluded a report will be presented to the Board during a closed session.

It was agreed that the next Board meeting will be held on April 8th at 10:00 am

Motion: The Chair called for a motion to adjourn at 11:00 am.

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

APPROVED (date) April 8, 2014



Grace Losier, Chairperson



Jeanne DeCourville, Recording Secretary